

## XXI-2 Automated Payables-Department of General Services

The State of California, Department of General Services (DGS) was the first business organization to participate in the CALSTARS automated payables process. Unlike invoices from private businesses which are submitted to agencies and paid through the claim schedule process, DGS submits most of its billings directly to the State Controller's Office (SCO) with a request for electronic fund transfer (EFT). The SCO "pays the bill" by making fund transfers, commonly referred to as direct transfers, from the agency's appropriation accounts to DGS's appropriation accounts.

This chapter provides instruction for using the automated payables process to post the electronic DGS invoice file into CALSTARS. The first step in this process is to create DGS automated payables tables.

### TABLE PREPARATION

Agencies must establish the tables described below prior to using the automated payables process:

- ✧ DGS Services Table (CALSTARS 60 form)—DGS uses Trans Types to classify goods and services. This table converts the DGS Trans Type to a Uniform Codes Manual (UCM) Object Detail Code. Agencies also have the option of assigning Agency Objects.
- ✧ DGS Invoice Allocation Table (CALSTARS 61 form)—DGS uses Customer Numbers to identify the cost centers for charging costs to agencies. This table uses the DGS Customer Number to define the allocation of DGS service costs to agency programs, organizational units and other classifications. This table is used to produce online financial transaction batches through an interface process with the DGS invoice files.

Both tables are created and updated in real-time through online entry; therefore, it is important that the look-up tables associated with these payables tables are in place prior to performing any table maintenance.

The following two sections describe how to establish these tables. Use Command I.2.1 to access the DGS Services Table and the DGS Invoice Allocation Table. A sample of this screen is shown below.

```
9990 I.2: Automated Payables Tables                                05-08-2003 10:20 AM

      CODE      AVAILABLE OPTIONS

      1      Dept of General Services Tables =>
      2      Telephone Company Tables =>
      3      Voyager Tables =>

Code: __

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retr  Quit                                           Main
```

```
9990 I.2.1: Dept of General Services Tables                        05-08-2003 10:21 AM

      CODE      AVAILABLE OPTIONS

      1      List of DGS Services
      2      List of DGS Invoice Allocations

Code: __

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retr  Quit                                           Main
```

## PREPARING THE DGS SERVICES TABLE

To assist agencies in establishing their DGS Services table records, CALSTARS

maintains a statewide list of all DGS goods and services codes (which DGS calls Trans Types) and associates the codes with UCM Object Detail codes. This statewide list is available by Funding Fiscal Year (FFY) for the current FFY and the two prior FFYs. These listings may be printed or downloaded by an agency. This statewide list (Command **I.99.1**) may be used as the basis for establishing the agency's DGS Services Tables. For agencies that use a wide variety of DGS services, it may be beneficial to generate the statewide list as an agency table and make any needed adjustments. Refer to the **G**-Generate function discussed later for specific instructions.

Agencies that use only a few services may choose to update their DGS Services Table directly rather than generate it from the entire statewide list. Refer to the **A**-Add function discussed later in this chapter for specific instructions.

## Structure

The DGS Services Table is divided into two parts: a control key and informational elements. The control key consists of the Organization Code, Funding Fiscal Year and the Trans Type. Informational elements consist of the Object Detail and the optional Agency Object. To find a specific record, agencies may access the List of DGS Services screen (Command **I.2.1.1**). The "Go to Trans Type:" field on the screen allows navigation to a specific record or if not found, skips to the next record. One or more existing records may be selected from this list. If Function **A**-Add or **PF5**-Dtail (Detail) is selected, a DGS Service Table Entry screen is displayed. Both screens are shown below. The coding requirements for the DGS Services Table are defined in Exhibit XXI-2-1.

9990 I.2.1.1: List of DGS Services						05-08-2003 10:23 AM	
Function: _ (A=Add, G=Gen FFY, P=Print)				Go to Trans Type: _____			
(R=Recall, X=Delete FFY)				FFY: <u>2002</u>			
Enter under F below: (C=Change, D=Delete, U=Gen Rec, V=View)							
F	TYPE	OBJ	AO	DGS DESCRIPTION	CALSTARS TITLE (D11/D12)		
-	----	---	--	-----	-----		
-	1110	347	12	APPLICATION REVIEW	APPLICATION REVIEW-PUBLIC SCH		
-	1195	403		CSEA REIMBURSEMENT	ACCOUNTING-EXT SVS		
-	1210	403		BUILDING STANDARDS REVIEW	ACCOUNTING-EXT SVS		
-	1398	257		PLAN FIELD CHECKS	TELEPHONE		
-	1399	386		PLAN / FIELD CHECKS	AUDITING-INTERDEPT		
-	2110	358		SPECIAL REQUESTS	NOC-SERVICES-FAC OPS		
-	2210	347		PLANNING ANALYSIS	FACILITY PLNG-DGS		
-	2310	347	10	PROJECT MANAGEMENT	PLAN ANALYSIS-REAL ESTATE MAN		
-	2399	384		PROJECT MANAGEMENT	ADMIN-INTERDEPT		
-	2410	227		CONTRACT ADMINISTRATION	OFC EQPT RENT/MAIN/REPAIR		
-	2420	358		OH & SUPPORT DCU	NOC-SERVICES-FAC OPS		
-	2430	358		SPI-RECORD INV SURCHARGE	NOC-SERVICES-FAC OPS		
Command: _____							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							
Help		Retrn Quit		Dtail		Bkwrdr Frwrd Clear Main	

9990 DGS Service Table Entry		05-08-2003 10:24 AM
Last Process Date/Time:		
Function: <u>A</u> (A=Add, C=Change, D=Delete, G=Gen FFY, N=Next, P=Print Table) (R=Recall, U=Gen Rec, V=View, X=Delete FFY)		
DGS DESCRIPTION / CALSTARS TITLE (D11/D12)		
FFY	:	_____
Trans Type	>	_____
Object Detail (OBJ)	>	_____
Agency Object (AO)	>	_____
Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Help Retrn Quit Dfalt Bkwrđ Frwrđ Clear Main		
Enter information to be added		

### Related tables

During DGS Service Table maintenance, entry of the Trans Type, Object Detail and Agency Object codes are validated in real-time against related tables. The Trans Type code must appear in the Statewide List of DGS Services, while the Object Detail and Agency Object codes must appear in the CALSTARS Descriptor Tables (D11 and D12), respectively. The descriptions that are displayed on the agency's List of DGS Services and DGS Service Table Entry cannot be entered or changed on these screens. These descriptions are taken from the Statewide List of DGS Services (Trans Type), D11 (Object Detail), and D12 (Agency Object) tables.

### Entry Coding

Entry coding instructions are contained in Exhibit XXI-2-1. The coding form (Exhibit XXI-2-2) is in the same format as the DGS Service Table Entry screen.

### Creation and Maintenance

Post the DGS Service Table entries directly from the CALSTARS DGS Services Table Entry form (CALSTARS 60). The available functions are displayed on the screen in the following order and format. Each function is described below.

**A=Add**—Create a new record. If successfully written, this maintenance updates in real-time. The record is immediately available for use.

**C=Change**—Modify an existing record. The record must first be **V**-viewed before making a change. This maintenance updates in real-time, and the record is immediately available for use.

**NOTE:** If the **C-Change** is entered on the List of DGS Services screen, the record does not need to be viewed first.

**D=Delete**—Deletes a record immediately (in real-time) following a delete confirmation. The action confirmation pop-up screen is shown below.

```

9990 DGS Service Table Entry                                05-08-2003 10:25 AM

                                Last Process Date/Time: 04-25-2002 11:45 AM

Function: D (A=Add, C=Change, D=Delete, G=Gen FFY, N=Next, P=Print Table)
          (R=Recall, U=Gen Rec, V=View, X=Delete FFY)

                                DGS DESCRIPTION / CALSTARS TITLE (D11/D12)
                                -----
FFY                                : 2002
Trans Type                        > 1210  BUILDING STANDARDS REVIEW
Object Detail (OBJ)> 403   ACCOUNTING - EXT SVS
Agency Object (AO) >     

                                A C T I O N   C O N F I R M A T I O N

                                DELETION of Master Record

                                Press PF4 to confirm; PF2 to cancel

Obj-Dtl crossover 9990-DGS-2002-1210 displayed successfully
  
```

**G=Gen FFY**—Generates “Add” transactions from the agency or statewide DGS Services table records for a specific Funding Fiscal Year (FFY) to update the requested FFY. To Generate from the List of DGS Services screen (I.2.1.1), first change the **FFY** to the fiscal year to generate from and press **Enter**; then key Function **G** and press **Enter**. To Generate from the DGS Services Table Entry screen, key Function **G**, then key the **FFY** to generate from and press **Enter**. The following “Generate New FFY Table” pop-up screen will appear. This pop-up screen will display the possible options. (For example, if there were no agency DGS Services table records for FFY 2002, only the “From the 2002 CALSTARS Statewide Table . . .” options would display.) Select a generate option with a **Y** and press **Enter**. The generate request will be processed during the next nightly table update process.

9990 I.2.1.1: List of DGS Services				05-08-2003 10:26 AM	
Function: <u>G</u> (A=Add, G=Gen FFY, P=Print)			Go to Trans Type: _____		
(R=Recall, X=Delete FFY)			FFY: <u>2002</u>		
Enter under F below: (C=Change, D=Delete, U=Gen Rec, V=View)					
F	TYPE	OBJ AO	DGS DESCRIPTION	CALSTARS TITLE (D11/D12)	
-	-	-	-	-	
-	1110	347 12	APPLICATION REVIEW	APPLICATION REVIEW-PUBLIC SCH	
-	1195	403	CSEA REIMBURSEMENT	ACCOUNTING-EXT SVS	
-	1210	403	BUILDING STANDARDS REVIEW	ACCOUNTING-EXT SVS	
-	1398	257	PLAN FIELD CHECKS	TELEPHONE	
-	1399	386	PLAN / FIELD CHECKS	AUDITING-INTERDEPT	
-	2110	358	SPECIAL REQUESTS	NOC-SERVICES-FAC OPS	

Generate New FFY Table

DESCRIPTION  
(Select one with a Y)

Generate 2003 table based on 2002 Agency Controlled table : \_\_\_\_\_

Generate 2003 table based on 2002 CALSTARS Statewide table: \_\_\_\_\_

Generate 2002 table based on 2002 CALSTARS Statewide table: \_\_\_\_\_

Press Enter to submit generate FFY request, or press PF2 to cancel

**N=Next**—Functions like an **A-Add**, but retains the information on the screen for the next transaction. (This function operates the same as when financial transactions are keyed.) The record is saved and data for all fields remain on the screen when **Enter** is pressed. Any field on the screen may be over-keyed. The **N** function is also retained until it is over-keyed.

**P=Print**—Prints a table listing for a specific FFY or all FFYs. A table listing may be requested from either the List of DGS Services (listing) screen or the DGS Services Table Entry (entry) screen. To print all FFYs, key Function **P**, erase the FFY and press **Enter**. To print a table listing for a specific FFY, view a listing or a detail record with the desired FFY, key Function **P** and press **Enter**. See the example on the next page.

After pressing **Enter** for either selection, a Report Destination pop-up screen will appear showing the option to:

- ✪ Create a report file in the Time Share Option (TSO) that may be downloaded to a PC and read through Monarch or other PC based software (report file ID is shown), or
- ✪ Create a report in the agency's ROPES queue to print the report at the agency printer (Printer ID and Report Class and queue Name are shown), or
- ✪ Create both a report file in TSO and a printable report in the agency's ROPES queue.

9990 I.2.1.1: List of DGS Services				05-08-2003 10:27 AM	
Function: <u>P</u> (A=Add, G=Gen FFY, P=Print)			Go to Trans Type: _____		
(R=Recall, X=Delete FFY)			FFY: <u>2002</u>		
Enter under F below: (C=Change, D=Delete, U=Gen Rec, V=View)					
F	TYPE	OBJ AO	DGS DESCRIPTION	CALSTARS TITLE (D11/D12)	
-	----	----	-----	-----	
-	1110	347 12	APPLICATION REVIEW	APPLICATION REVIEW-PUBLIC SCH	
-	1195	403	CSEA REIMBURSEMENT	ACCOUNTING-EXT SVS	
-	1210	403	BUILDING STANDARDS REVIEW	ACCOUNTING-EXT SVS	
-	1398	257	PLAN FIELD CHECKS	TELEPHONE	
-	1399	386	PLAN / FIELD CHECKS	AUDITING-INTERDEPT	
-	2110	358	SPECIAL REQUESTS	NOC-SERVICES-FAC OPS	

Select Table Report Destination

DESTINATION:  
(Select one or more with a Y)

Report File : \_ ( CS9990.CSIE02-2.DGS-OD.IQ.D2030508.T1027464 )

Agency Printer: \_ CTP2 (Report Class Z and to the ITBL queue)

Press Enter to submit table report request, or press PF2 to cancel.

**R=Recall**—Use this function to recall the overnight maintenance transactions, **G**-Generate a FFY table and **X**-Delete a FFY table, entered during the day. These requests are normally processed during the nightly system update process. A Maintenance Request pop-up screen provides the option to delete any of these pending maintenance requests, as shown below.

9990 I.2.1.1: List of DGS Services				05-08-2003 10:28 AM	
Function: <u>R</u> (A=Add, G=Gen FFY, P=Print)			Go to Trans Type: _____		
(R=Recall, X=Delete FFY)			FFY: <u>2002</u>		
Enter under F below: (C=Change, D=Delete, U=Gen Rec, V=View)					
F	TYPE	OBJ AO	DGS DESCRIPTION	CALSTARS TITLE (D11/D12)	
-	----	----	-----	-----	
-	1110	347 12	APPLICATION REVIEW	APPLICATION REVIEW-PUBLIC SCH	
-	1195	403	CSEA REIMBURSEMENT	ACCOUNTING-EXT SVS	

Recall FFY Overnight Delete/Generate Maintenance Request

ACTION

(Select one or more with a Y)

Remove the request to Delete FFY 1997 : \_

Remove the request to Delete FFY 1998 : \_

Remove the request to Delete FFY 1999 : \_

Remove the request to Generate FFY 2003 based on the Agency table : \_

\*\*\* End of Data \*\*\*

Press Enter to remove the Delete/Generate request, or press PF2 to cancel

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF1

Retrn Bkwr Frwr

**U=Gen Rec**—A single record is generated into the subsequent FFY. This function may be performed on either the listing screen or the entry screen. View the record(s) and then enter the Function **U**. This maintenance updates in real-time, and the record is immediately available for use.

**V=View**—View an existing DGS Service Table record. When using the DGS Service Table Entry screen, a record must first be “viewed” before a **C**-Change, **D**-Delete, or **U**-Generate a Record may be used.

**NOTE:** The correct **listing** must first be displayed on the screen before **any** function may be used. If an attempt is made to use a function at the same time the FFY is changed, the error appears: 856-FUNCTION AND FFY CANNOT BE CHANGED AT THE SAME TIME. VIEW THE FFY FIRST. To view a different FFY listing, over-key the FFY on the screen and press **Enter**.

**X=Delete FFY**—Deletes all of a specific FFY’s table records. This function cannot be used on the current, prior or prior-prior FFY’s table records. This maintenance is performed during the nightly table update process.

## Edit Rules

All error codes and messages for table maintenance transactions are defined in Volume 4 of the CALSTARS Procedures Manual.

## Program Function (PF ) Keys

The program function keys are used for efficient navigation to various online screens. The F-keys available for the DGS screens are listed below.

**F1=Help**—There are two types of online help available:

- ★ Text information provides additional information about a screen and its functions.
- ★ Table look-up assistance displays listings of table records that may be inserted into a field on the screen. Fields that have look-up tables are displayed with a “>” (greater than) sign behind the field label.

**F2=Retrn (or Next)**—There are two functions available for the F2 key.

**Retrn**—Exits the present activity and displays the prior or higher order menu or screen. Any entry not successfully ‘saved’ will be lost.

**Next**—Navigates to the next record and function when multiple functions are selected for records displayed on the List of DGS Services screen. The label for the F2 key appears as **Next** on each succeeding detail record



until the last detail record is accessed, at which time the label again becomes **Retrn**.

**F3=Quit**—Exits the present activity and exits CALSTARS. An action confirmation pop-up screen will appear to confirm the **Quit** action. Any entry not successfully 'saved' will be lost.

**F5= Dtail** (Detail)—Accesses a blank Detail Table Entry screen from the DGS Services List screen.

**F6=Dfalt** (Default)—Locks and unlocks all keyed fields when using the **Add** function. Allows coding fields to be retained when new records are entered.

**F9=Clear**—Erases all keyed fields not locked; i.e., fields not locked by **F6-Dfalt**.

### Special Considerations

Any required table look-up information must be established prior to performing maintenance transactions to **add** or **change** a record.

### Outputs

The DGS Services Table can produce three reports.

The CALSTARS DGS Services Table Maintenance Activity Report (CSBE02-1), shown in Exhibit XXI-2-3, displays each maintenance transaction entered during the processing day with a corresponding date and time. This report is produced following the nightly table update process, if any table maintenance was entered.

The CALSTARS DGS Services Table Listing Report (CSIE02-2), shown in Exhibit XXI-2-4, is produced when Function **P** or **P+FFY** is entered. This report is run in real-time any time a table listing is requested.

The CALSTARS DGS Services Table – Delete-FFY Report (CSBE02-3), shown in Exhibit XXI-2-5, is produced when Function **X** and a **FFY** is entered. The report is a listing of the FFY table deleted by using Function **X**. This report is produced following the nightly table update process if 'delete FFY' maintenance was entered.

### Control

The DGS Services Table controls the valid service codes and their corresponding Object Details/Agency Objects that may be used on financial transactions. DGS will inform the Department of Finance CALSTARS System Support Unit when a new service code is established or a change is made to the service description. CALSTARS will update the statewide table and notify agencies if it is necessary to update their DGS Services Table. Improper maintenance or timing of changes could cause files to become out-of-balance, create invalid accounts and complicate the maintenance of other tables and files. Table logs should be kept with the activity reports for the same period as the accounting records they control.

EXHIBIT XXI-2-1  
DGS SERVICE TABLE ENTRY CODING INSTRUCTIONS

Data Element	Length	Contents
<b><u>Control Key:</u></b>		
ORG CODE	4	The <b>Organization Code</b> is automatically displayed based on the signon used. It cannot be altered.
FFY	4	<b>Enter the Funding Fiscal Year</b> that identifies the year to which this record pertains.
TRANS TYPE	4	<b>Enter the DGS Trans Type code.</b> The Trans Type must be currently listed in the Statewide List of DGS Services Table (Command <b>I.99.1.1</b> ) to be valid for agency use. View or print the statewide list, or press the <b>F1</b> -Help key while the cursor is located in the Trans Type field to see the current agency list of Trans Types (Command <b>I.2.1.1</b> ).
<b><u>Informational Elements:</u></b>		
OBJECT DETAIL	3	<b>Enter the Object Detail code.</b> The Object Detail code must be currently listed in the D11 Descriptor Table to be valid for agency use. Press the <b>F1</b> -Help key while the cursor is located in the Object Detail field to see the UCM list of Object Detail codes.
AGENCY OBJECT	2	<p><i>(Optional)</i> <b>Enter the Agency Object code.</b> The Agency Object must be currently listed in the D12 Descriptor Table to be valid for agency use. Press the <b>F1</b>-Help key while the cursor is located in the Agency Object field to see the agency list of Agency Object codes with their associated Object Detail codes.</p> <p><b>NOTE:</b> If an Agency Object is selected from the <b>F1</b>-Help screen listing, it will also populate the Object Detail field to ensure a valid D12 Descriptor Table coding combination is always selected for Object Detail/Agency Object.</p>

## EXHIBIT XXI-2-2

CALSTARS 60

(New 12/02)

## DGS SERVICES TABLE ENTRY FORM

ORG: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

ENTERED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

<p>FUNCTION <input type="text"/></p> <p>FFY <input type="text"/></p> <p>TRANS TYPE <input type="text"/></p> <p>OBJECT DTL <input type="text"/></p> <p>AGENCY OBJ <input type="text"/></p> <p>Comment: _____</p>	<p>FUNCTION <input type="text"/></p> <p>FFY <input type="text"/></p> <p>TRANS TYPE <input type="text"/></p> <p>OBJECT DTL <input type="text"/></p> <p>AGENCY OBJ <input type="text"/></p> <p>Comment: _____</p>	<p>FUNCTION <input type="text"/></p> <p>FFY <input type="text"/></p> <p>TRANS TYPE <input type="text"/></p> <p>OBJECT DTL <input type="text"/></p> <p>AGENCY OBJ <input type="text"/></p> <p>Comment: _____</p>
<p>FUNCTION <input type="text"/></p> <p>FFY <input type="text"/></p> <p>TRANS TYPE <input type="text"/></p> <p>OBJECT DTL <input type="text"/></p> <p>AGENCY OBJ <input type="text"/></p> <p>Comment: _____</p>	<p>FUNCTION <input type="text"/></p> <p>FFY <input type="text"/></p> <p>TRANS TYPE <input type="text"/></p> <p>OBJECT DTL <input type="text"/></p> <p>AGENCY OBJ <input type="text"/></p> <p>Comment: _____</p>	<p>FUNCTION <input type="text"/></p> <p>FFY <input type="text"/></p> <p>TRANS TYPE <input type="text"/></p> <p>OBJECT DTL <input type="text"/></p> <p>AGENCY OBJ <input type="text"/></p> <p>Comment: _____</p>
<p>FUNCTION <input type="text"/></p> <p>FFY <input type="text"/></p> <p>TRANS TYPE <input type="text"/></p> <p>OBJECT DTL <input type="text"/></p> <p>AGENCY OBJ <input type="text"/></p> <p>Comment: _____</p>	<p>FUNCTION <input type="text"/></p> <p>FFY <input type="text"/></p> <p>TRANS TYPE <input type="text"/></p> <p>OBJECT DTL <input type="text"/></p> <p>AGENCY OBJ <input type="text"/></p> <p>Comment: _____</p>	<p>FUNCTION <input type="text"/></p> <p>FFY <input type="text"/></p> <p>TRANS TYPE <input type="text"/></p> <p>OBJECT DTL <input type="text"/></p> <p>AGENCY OBJ <input type="text"/></p> <p>Comment: _____</p>
<p>FUNCTION <input type="text"/></p> <p>FFY <input type="text"/></p> <p>TRANS TYPE <input type="text"/></p> <p>OBJECT DTL <input type="text"/></p> <p>AGENCY OBJ <input type="text"/></p> <p>Comment: _____</p>	<p>FUNCTION <input type="text"/></p> <p>FFY <input type="text"/></p> <p>TRANS TYPE <input type="text"/></p> <p>OBJECT DTL <input type="text"/></p> <p>AGENCY OBJ <input type="text"/></p> <p>Comment: _____</p>	<p>FUNCTION <input type="text"/></p> <p>FFY <input type="text"/></p> <p>TRANS TYPE <input type="text"/></p> <p>OBJECT DTL <input type="text"/></p> <p>AGENCY OBJ <input type="text"/></p> <p>Comment: _____</p>

## EXHIBIT XXI-2-3

CSBE02-1 9990 (DEST: A1 CTP2) *****				DEPARTMENT OF AIR QUALITY		*****		ORG NUMBER: 9990
CALSTARS				DGS SERVICES TABLE ACTIVITY		REPORT		ORG PAGE: 1
05/08/2003 (17:53) *****								RUN PAGE: 4

						----- MAINTENANCE -----			
F	TYPE	OBJ	AO	FFY	DGS DESCRIPTION	CALSTARS TITLE (D11/D12)	DATE	TIME	ERROR
-	----	----	----	----	-----	-----	-----	-----	-----
D	2399	384	10	1998	PROJECT MANAGEMENT	FISCAL SERVICES--DGS	05-08-2003	7:24:55 AM	
D	4111	358	96	1998	EMD CEC GRANT	EMD CEC GRANT, REAL ESTE	05-08-2003	7:24:43 AM	
X				1999			05-08-2003	9:59:42 AM	N02-SEE REPORT CSBE02-3
C	1398	386	10	2001	PLAN FIELD CHECKS	PLAN FIELD CHECKS-REGULAT	05-08-2003	7:24:30 AM	
C	2310	347	01	2001	PROJECT MANAGEMENT	DOWNTOWN BUILDING	05-08-2003	7:28:26 AM	
D	1000	275		2002		AVIATION INSURANCE	05-08-2003	3:46:15 PM	
D	1210	403		2002	BUILDING STANDARDS REVIEW	ACCOUNTING-EXT SVS	05-08-2003	10:25:56 AM	
U	1210	403		2002	BUILDING STANDARDS REVIEW	ACCOUNTING-EXT SVS	05-08-2003	10:30:19 AM	
G				2002	*** FROM AGENCY TABLE		05-08-2003	10:26:49 AM	
*	1110	347		2003	APPLICATION REVIEW	FACILITY PLNG-DGS	05-08-2003	05:42:47 PM	J01-REC ALREADY EXISTS
*	1195	403		2003		ACCOUNTING-EXT SVS	05-08-2003	05:42:47 PM	ZZ1-TABL POSTED W/ERROR J17-INVAL DGS TRANS TYPE
*	1210	403		2003		ACCOUNTING-EXT SVS	05-08-2003	05:42:47 PM	ZZ1-TABL POSTED W/ERROR J17-INVAL DGS TRANS TYPE
*	1398	257		2003		TELEPHONE	05-08-2003	05:42:47 PM	ZZ1-TABL POSTED W/ERROR J17-INVAL DGS TRANS TYPE
*	1399	386		2003		AUDITING-INTERDEPT	05-08-2003	05:42:47 PM	ZZ1-TABL POSTED W/ERROR J17-INVAL DGS TRANS TYPE

## EXHIBIT XXI-2-4

CSIE02-2 9990 (DEST: A1 CTP2) *****				DEPARTMENT OF AIR QUALITY		*****		ORG NUMBER: 9990
CALSTARS				DGS SERVICES TABLE LISTING		REPORT		ORG PAGE: 1
05/09/2003 (07:18) *****								RUN PAGE: 1
TYPE	OBJ	AO	FFY	DGS DESCRIPTION	CALSTARS DESCRIPTION (D11/D12)			
----	----	----	----	-----	-----			
1110	347		2002	APPLICATION REVIEW	FACILITY PLNG--DGS			
1195	403		2002	CSEA REIMBURSEMENT	ACCOUNTING-EXT SVS			
1210	403		2002	BUILDING STANDARDS REVIEW	ACCOUNTING-EXT SVS			
1398	257		2002	PLAN FIELD CHECKS	TELEPHONE			
1399	386		2002	PLAN / FIELD CHECKS	AUDITING-INTERDEPT			
2110	358		2002	SPECIAL REQUESTS	NOC-SERVICES-FAC OPS			
2210	347		2002	PLANNING ANALYSIS	FACILITY PLNG-DGS			
2310	347	10	2002	PROJECT MANAGEMENT	PLAN ANALYSIS-REAL ESTATE MANAGEMENT--DGS			
2399	384		2002	PROJECT MANAGEMENT	ADMIN-INTERDEPT			
2410	227		2002	CONTRACT ADMINISTRATION	OFC EQPT RENT/MAIN/REPAIR			
2420	358		2002	OH & SUPPORT DCU	NOC-SERVICES-FAC OPS			
2430	358		2002	SPI-RECORD INV SURCHARGE	NOC-SERVICES-FAC OPS			
2495	358		2002	BOPP CSEA REIMBURSEMENT	NOC-SERVICES-FAC OPS			
2499	347		2002	CONTRACT ADMINISTRATION	FACILITY PLNG-DGS			
2510	358		2002	PSB ADMINISTRATION	NOC-SERVICES-FAC OPS			
2610	358		2002	PROJECT SCH/COST ANALYSIS	NOC-SERVICES-FAC OPS			
2699	358		2002	COST CONTROL	NOC-SERVICES-FAC OPS			
2799	257		2002	ENVIRONMENTAL SERVICES	TELEPHONE			
2810	347		2002	LEASING & DESIGN SERVICES	FACILITY PLNG-DGS			
2820	347		2002	ARCHITECTURAL SERVICE	FACILITY PLNG-DGS			
2830	257	07	2002		TELE SERVICE & MAINTENANCE			
2899	347		2002	DESIGN SERVICES	FACILITY PLNG-DGS			
2910	385		2002	LEASING & DESIGN	ARCHITECT-INTERDEPT			
2989	342		2002	BI-STATE LEASES, SSL, EASEMNT	RENT-BLDG/GRND-STATE			
2998	342		2002	RENTAL OF STATE PROPERTY	RENT-BLDG/GRND-STATE			
2999	357		2002	GF SALE OF SURPLUS LAND	NOC-GOODS-FAC OPS			
3099	353		2002	CONSTRUCTION SERVICES	ALTERATIONS			
3299	358		2002	SPECIAL PROGRAMS	NOC-SERVICES-FAC OPS			
3310	344		2002	BUILDING SERVICES	JANITORIAL SERVICES			
3320	342		2002	BPM PARKING/RIVERSIDE BOND	RENT-BLDG/GRND-STATE			
3330	342		2002	BPM BUILDING SPACE RENT	RENT-BLDG/GRND-STATE			
3340	345		2002	SECURITY CONTRACT SERVICE	SECURITY			
3350	344		2002	BUILDING SERVICES - MONTHLY	JANITORIAL SERVICES			
3380	358		2002	FLOOD INSURANCE REIMBURSEMENT	NOC-SERVICES-FAC OPS			
3395	358		2002	BPM CSEA REIMBURSEMENT	NOC-SERVICES-FAC OPS			
4110	353		2002	PSEA - ENERGY PROJECTS	ALTERATIONS			
4111	358		2002	EMD CEC GRANT	NOC-SERVICES-FAC OPS			
4120	358		2002	EMD - NATURAL GAS PA INVOICE	NOC-SERVICES-FAC OPS			
4140	358		2002	EMD	NOC-SERVICES-FAC OPS			
4150	358		2002	EMD	NOC-SERVICES-FAC OPS			
5110	382		2002	OAH SERVICES - STATE	CONSULT/PROF-INTERDEPT			

## EXHIBIT XXI-2-5

CSBE02-3 9990 (DEST: A1 CTP2) \*\*\*\*\* DEPARTMENT OF AIR QUALITY \*\*\*\*\* ORG NUMBER: 9990  
 CALSTARS DGS SERVICES TABLE - DELETE FFY (1999) REPORT ORG PAGE: 1  
 05/08/2003 (17:53) \*\*\*\*\* RUN PAGE: 1

F	TYPE	OBJ	AO	FFY	DGS DESCRIPTION	CALSTARS TITLE (D11/D12)	----- MAINTENANCE -----
-	----	---	--	----	-----	-----	DATE TIME
X	1110	347		1999	APPLICATION REVIEW	FACILITY PLNG-DGS	05-08-2003 5:42:39 AM
X	1195	419		1999	CSEA REIMBURSEMENT	REIMB EXP-NON-TAXABLE	05-08-2003 5:42:39 AM
X	1210	388		1999	BUILDING STANDARDS REVIEW	COMPL INSPECT/INVEST-INTER	05-08-2003 5:42:39 AM
X	1398	388		1999	PLAN FIELD CHECKS	COMPL INSPECT/INVEST-INTER	05-08-2003 5:42:39 AM
X	1399	388		1999	PLAN / FIELD CHECKS	COMPL INSPECT/INVEST-INTER	05-08-2003 5:42:39 AM
X	2110	388		1999	SPECIAL REQUESTS	COMPL INSPECT/INVEST-INTER	05-08-2003 5:42:39 AM
X	2210	347		1999	PLANNING ANALYSIS	FACILITY PLNG-DGS	05-08-2003 5:42:39 AM
X	2310	347		1999	PROJECT MANAGEMENT	FACILITY PLNG-DGS	05-08-2003 5:42:39 AM
X	2399	347		1999	PROJECT MANAGEMENT	FACILITY PLNG-DGS	05-08-2003 5:42:39 AM
X	2410	384		1999	CONTRACT ADMINISTRATION	ADMIN-INTERDEPT	05-08-2003 5:42:39 AM
X	2420	347		1999	OH & SUPPORT DCU	FACILITY PLNG-DGS	05-08-2003 5:42:39 AM
X	2430	388		1999	SPI-RECORD INV SURCHARGE	COMPL INSPECT/INVEST-INTER	05-08-2003 5:42:39 AM
X	2495	419		1999	BOPP CSEA REIMBURSEMENT	REIMB EXP-NON-TAXABLE	05-08-2003 5:42:39 AM
X	2499	384		1999	CONTRACT ADMINISTRATION	ADMIN-INTERDEPT	05-08-2003 5:42:39 AM
X	2510	384		1999	PSB ADMINISTRATION	ADMIN-INTERDEPT	05-08-2003 5:42:39 AM
X	2610	347		1999	PROJECT SCH/COST ANALYSIS	FACILITY PLNG-DGS	05-08-2003 5:42:39 AM
X	2699	347 10		1999	COST CONTROL	PLAN ANALYSIS-REAL ESTATE MAN	05-08-2003 5:42:39 AM
X	2799	347 14		1999	ENVIRONMENTAL SERVICES	DESIGN SRVCS-REAL ESTATE MANA	05-08-2003 5:42:39 AM

## PREPARING THE INVOICE ALLOCATION TABLE

The DGS Invoice Allocation Table is used to generate the financial transaction(s) in CALSTARS for DGS services reported to the SCO. Each DGS Customer Number used by the agency must have a DGS Invoice Allocation Table record. Two options are available for allocating DGS costs:

1. Allocate all of a DGS Customer Number's costs for all associated DGS services (Trans Types) using one allocation table, or
2. Allocate some or all of a DGS Customer Number's costs for each DGS Service using a separate allocation table, specifying a Trans Type for each table record.

**NOTE:** It is important to order and review an exception report prior to running the transaction generation process. This report lists Customer Numbers that do not have an Invoice Allocation Table established for specific FFYs that have DGS costs. See the section 'Using the DGS Invoice Allocation Process' for more information.

A list of the Invoice Allocation Table records is shown on the List of DGS Invoice Allocations screen. An example of the screen is shown below.

9990 I.2.1.2: List of DGS Invoice Allocations										05-08-2003 01:58 PM	
Function: _ (A=Add, G=Gen FFY, P=Print)										Vendor/S: 0000000359 00	
(R=Recall, X=Delete FFY)										Go to DGS Cust #: _____	
Enter under F below: (C=Change, D=Delete, U=Gen Rec, V=View)										FFY: 2002	
F	CUST #	TYPE	PERCENT	INDX	PCA	ACTY	PROJ	WP	LOC	MULTI	PUR
-	038401		0.0001	1520	96000	1111	GSAPTS	00	000001	1-02-345-678	
-	038401		0.9979	1500	AAAL1		AAAAL1	00	100000	1-02-345-789	
-	038401		0.0000	1530	AAAL3		GAA890	00	100001		
-	038401		0.0020	2420	00T00	46YY	GCORRL	00		2-02-545-989	
-	038401	2910	0.5000	1500	AAA01				000001	1-02-355-678	
-	038401	2910	0.4000	1510	AAA01						
-	038401	2910	0.1000	1520	AA101						
-	038401	3310	0.8000	1500	AAA01				000001	1-02-355-678	
-	038401	3310	0.0000	1510	AAA01						
-	038401	3310	0.2000	1520	AA101						
-	038401	5640	0.1000	1500	AAA01				000001	1-02-355-678	
-	038401	5640	0.0000	1510	AAA01						
Command: _____											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Help		Retrn		Quit		Dtail		Bkwr		Frwr	
								Clear		Main	

## Structure

The DGS Invoice Allocation Table is divided into the following two parts:

Control Key – The control key consists of the Organization Code, Funding Fiscal Year, DGS Customer Number and the optional Transaction (Trans) Type. The optional DGS Trans Type field may be used to specify variations in allocation percentages for different DGS services.

Informational elements – The informational elements consist of the field within the allocation accounts and the percentages. When completing the fields, the Index and PCA are required as well as the percentage. All other fields are optional. Up to 20 allocations may be established for an allocation table record (Screen 1 and Screen 2). The allocations in a record must sum to 100% (1.0000).

The Invoice Allocation Table records may be established with:

- ✦ A blank Trans Type - for allocating all Trans Type costs with the same allocation classification and percentage(s). For a specific Customer Number, every associated Trans Type is allocated with the same classification and allocation percentage(s). (This is similar to a default account.) **OR**
- ✦ A specific Trans Type - for allocating a specific Customer Number/Trans Type cost in a unique way. A separate Invoice Allocation Table record may be established for each Customer Number/Trans Type combination used by the agency. **OR**
- ✦ A combination - for allocating some Customer Number costs by Trans Type and the remaining costs for that Customer Number with a general allocation (default). For a specific Customer Number, some associated Trans Types may all use the same classification and allocation percentage(s)—*no Trans Type used in the table*, while other Trans Types may be established with a different allocation—*use a Trans Type for each table record*.

To establish a new record, access the List of DGS Invoice Allocations screen (Command **I.2.I.2**). Key an **A** in the Function field and press **Enter** or select the **PF5-D**tail (Detail) key. The DGS Invoice Allocation Table Entry screen, shown below, is displayed for key entry.



```

9990 DGS Invoice Allocation Table Entry: Screen 1                                05-08-2003 02:01 PM
                                                                                   MORE=Down

                                Last Process Date/Time:
Function: A (A=Add, C=Change, D=Delete, G=Gen FFY, N=Next, P=Print Table)
          (R=Recall, U=Gen Rec, V=View, X=Delete FFY)
FFY: _____ Customer Nbr: _____ Type: _____
                                PCA
L# PERCENT  INDX>  PCA>  ACTY>  PROJ>  WP  LOC>  MULTI PUR
--  -
1:  _____
2:  _____
3:  _____
4:  _____
5:  _____
6:  _____
7:  _____
8:  _____
9:  _____
10: _____

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Retrn Quit PRecd      Dfalt Bkwrđ Frwrđ Clear Up      Down Main
Enter information to be added

```

```

9990 DGS Invoice Allocation Table Entry: Screen 2                                05-08-2003 02:20 PM
                                                                                   MORE=Up

                                Last Process Date/Time:
Function: A (A=Add, C=Change, D=Delete, G=Gen FFY, N=Next, P=Print Table)
          (R=Recall, U=Gen Rec, V=View, X=Delete FFY)
FFY: _____ Customer Nbr: _____ Type: _____
                                PCA
L# PERCENT  INDX>  PCA>  ACTY>  PROJ>  WP  LOC>  MULTI PUR
--  -
11: _____
12: _____
13: _____
14: _____
15: _____
16: _____
17: _____
18: _____
19: _____
20: _____

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Retrn Quit PRecd      Dfalt Bkwrđ Frwrđ Clear Up      Down Main

```

To find an existing record, agencies may access the List of DGS Invoice Allocations screen (Command **I.2.1.2**). The "Go to DGS Cust #" field on the screen allows navigation to a specific record or if not found, skips to the next record. One or more existing records may be selected from this list.

## Related Tables

The Index Code Table, Program Cost Account Table, Project Control Table and several of the Descriptor Tables are used to validate most of the data elements during the real-time update of the DGS Invoice Allocation Table.

## Entry Coding

Detailed entry coding instructions for the DGS Invoice Allocation Table are contained in Exhibit XXI-2-6. The coding form illustrated in Exhibit XXI-2-7 is in the same format as the data entry screens.

## Creation and Maintenance

Post the DGS Invoice Allocation Table entries directly from the CALSTARS DGS Invoice Allocation Table Entry Form (CALSTARS 61). The available functions are displayed on the screen in the following order and format. Each function is described below.

**A=Add**—Create a new record. If successfully written, the record is posted in real-time.

**C=Change**—Modify an existing record. The record must first be **V**-viewed before making a change. This maintenance is completed in real-time.

**NOTE:** If the **C**-Change is entered on the List of DGS Invoice Allocations screen, the record does not need to be viewed first.

**D=Delete**—Deletes a record immediately (in real-time) following a delete confirmation. The action confirmation pop-up screen is shown below.

9990 DGS Invoice Allocation Table Entry: Screen 1								05-08-2003 03:33 PM
								MORE=Down
								Last Process Date/Time: 10-08-2002 03:03 PM
Function: <u>D</u> (A=Add, C=Change, D=Delete, G=Gen FFY, N=Next, P=Print Table)								
(R=Recall, U=Gen Rec, V=View, X=Delete FFY)								
FFY: <u>2002</u>		Customer Nbr: <u>234567</u>			Type: <u>    </u>			
L#	PERCENT	INDX>	PCA>	ACTY>	PROJ>	WP	LOC>	MULTI PUR
1:	<u>1.0000</u>	<u>1500</u>	<u>AAAA0</u>					
2:								
3:								
4:								
5:								
6:								
7:								

A C T I O N   C O N F I R M A T I O N							
DELETION of Master Record							
Press PF4 to confirm; PF2 to cancel							

EXP-ALLOC 9990-DGS-2002-234567 displayed successfully

**G=Gen FFY**—Generates new records from a specific Funding Fiscal Year (FFY) to the subsequent FFY. To generate a specific year's tables, view the list of records for any existing year, then key Function **G** and press **Enter**. The subsequent year's records will be generated during the nightly table update process. The Generate function also displays the message: 'Records for FFY YYYY will be generated during tonight's processing'. See the Generate message displayed on the screen below: 'Records for FFY 2003 will be generated during tonight's processing.'.

```

9990 I.2.1.2: List of DGS Invoice Allocations                                05-08-2003 03:35 PM

Function: _ (A=Add, G=Gen FFY, P=Print)                                Vendor/S:
          (R=Recall, X=Delete FFY)                                Go to DGS Cust #:
Enter under F below: (C=Change, D=Delete, U=Gen Rec, V=View)      FFY: 2002

PCA
F CUST #  TYPE  PERCENT  INDX   PCA  ACTY  PROJ  WP  LOC  MULTI PUR
-----
- 038401      0.0001  1520  96000 1111  GSAPTS 00 000001 1-02-345-678
- 038401      0.9999  1500  AAAL1  AAAAL1 00 100000 1-02-345-789
  038401      0.0000  1530  AAAL3  GAA890 00 100001
- 038401 2910  0.5000  1500  AAA01  000001 1-02-355-678
  038401 2910  0.3000  1510  AAA01
  038401 2910  0.2000  1520  AA101
- 038401 3310  0.8000  1500  AAA01  000001 1-02-355-678
  038401 3310  0.0000  1510  AAA01
  038401 3310  0.2000  1520  AA101
- 038401 5640  0.1000  1500  AAA01  000001 1-02-355-678
  038401 5640  0.0000  1510  AAA01
  038401 5640  0.9000  1520  AA101

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit          Dtail      Bkwrdr Frwrdr Clear          Main
Records for FFY 2003 will be generated during tonight's processing.

```

**N=Next**—Functions like an **A=Add**, but retains the information on the screen for the next transaction. (This function operates the same as when financial transactions are keyed.) The record is saved and data for all fields remain on the screen when **Enter** is pressed. Any field on the screen may be over-keyed. The **N** function is also retained until it is over-keyed.

**P=Print**—Prints a table listing for a specific FFY or all FFYs. A table listing may be requested from either the Listing screen or the Entry screen. To print all FFYs, key Function **P**, then erase the FFY shown on either the Listing screen or on the Entry screen and press **Enter**. To print a table listing for a specific FFY, view a listing or detail record with the desired FFY, key Function **P** and press **Enter**. See the example on the next page.

After pressing **Enter** for either of the print requests, a Report Destination pop-up screen will appear showing the option to:

- ★ Create a report file in the Time Share Option (TSO) that may be downloaded to a PC and read through Monarch or other PC based software (report file ID is shown), or
- ★ Create a report in the agency's ROPES queue to print the report at the agency printer (Printer ID and Report Class and queue Name are shown), or
- ★ Create both a report file in TSO and a printable report in the agency's ROPES queue.

9990 I.2.1.2: List of DGS Invoice Allocations										05-08-2003 03:42 PM	
Function: <u>P</u> (A=Add, G=Gen FFY, P=Print)										Vendor/S:	
(R=Recall, X=Delete FFY)										Go to DGS Cust #: _____	
Enter under F below: (C=Change, D=Delete, U=Gen Rec, V=View)										FFY: <u>2002</u>	
					PCA						
F	CUST #	TYPE	PERCENT	INDEX	PCA	ACTY	PROJCT	WP	LOCATN	MULTI-PURPSE	
-	038401		0.0001	1520	96000	1111	GSAPTS	00	000001	1-02-345-678	
-	038401		0.9999	1500	AAAL1		AAAAL1	00	100000	1-02-345-789	
-	038401		0.0000	1530	AAAL3		GAA890	00	100001		
-	038401	2910	0.5000	1500	AAA01				000001	1-02-355-678	
-	038401	2910	0.3000	1510	AAA01						

Select Table Report Destination

DESTINATION:  
 (Select one or more with a Y)  
 Report File : \_ ( CS9990.CSIE03-2.DGS-EA.IQ.D2030508.T1542564 )  
 Agency Printer: \_ CTP2 (Report Class Z and to the ITBL queue)

Press Enter to submit table report request, or press PF2 to cancel.

**R=Recall**— Use this function to recall the overnight maintenance transactions,  
**G**=Generate a FFY table and **X**=Delete a FFY table, entered during the day. These requests are processed during the nightly system update process. A Maintenance Request pop-up screen provides the option to delete any of these pending maintenance requests, as shown below.

9990 I.2.1.2: List of DGS Invoice Allocations										05-08-2003 03:45 PM	
Function: R (A=Add, G=Gen FFY, P=Print)						Vendor/S:					
(R=Recall, X=Delete FFY)						Go to DGS Cust #: _____					
Enter under F below: (C=Change, D=Delete, U=Gen Rec, V=View)						FFY: 2002					
PCA											
F	CUST #	TYPE	PERCENT	INDX	PCA	ACTY	PROJ	WP	LOC	MULTI	PUR
-	-----	----	-----	----	-----	----	-----	--	-----	-----	-----
-	038401		0.0001	1520	96000	1111	GSAPTS	00	000001	1-02-345-678	
-	038401		0.9999	1500	AAAL1		AAAAL1	00	100000	1-02-345-789	
<p>Recall FFY Overnight Delete/Generate Maintenance Request</p> <p>ACTION</p> <p>(Select one or more with a Y)</p> <p>Remove the request to Delete FFY 1999 : _</p> <p>Remove the request to Generate FFY 2003: _</p> <p>*** End of Data ***</p> <p>Press Enter to remove the Delete/Generate request, or press PF2 to cancel</p> <p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF1</p> <p>Retrn Bkwr Fwrd</p>											

**U=Gen Rec**—A single record is generated into the subsequent FFY. This function may be performed using either the Listing screen or the Entry screen. View the record(s) and then enter the Function **U**. This maintenance is done in real time.

**V=View**—View an existing DGS Invoice Allocation Table record. When using the DGS Invoice Allocation Table Entry screen, a record must first be viewed before a **C**-Change, **D**-Delete or **U**-Generate a Record may be used.

**NOTE:** The correct *listing* must first be displayed on the screen before *any* function may be used. If an attempt is made to use a function at the same time the FFY is changed, the error appears: 856-FUNCTION AND FFY CANNOT BE CHANGED AT THE SAME TIME. VIEW THE FFY FIRST. To view a different FFY listing, over-key the FFY on the screen and press **Enter**.

**X=Delete FFY**—Deletes all of a specific FFY's table records. This function cannot be used on the current, prior or prior-prior FFY's table records. This maintenance is performed during the nightly table update process.

### Edit Rules

All error codes and messages for table maintenance transactions are defined in Volume 4 of the CALSTARS Procedures Manual.

### Program Function (PF ) Keys

The program function keys are used for efficient navigation to various online screens. The F-keys available for the DGS screens are described in the *Preparing the DGS Services Table* section in this chapter.

### Special Considerations

Any required table look-up information must be established prior to performing maintenance transactions to **add** or **change** a record.

### Outputs

The DGS Invoice Allocation Table can produce three reports:

The CALSTARS DGS Invoice Allocation Table Activity Report (CSBE03-1), shown in Exhibit XXI-2-8, displays each maintenance transaction entered (**A**-Add, **C**-Change, **D**-Delete, **G**-Generate FFY or **U**-Generate record) with the date and time.

The CALSTARS DGS Invoice Allocation Table Report (CSBE03-2), shown in Exhibit XXI-2-9, is produced when Function **P**-Print is entered.

The CALSTARS DGS Invoice Allocation Table – Delete-FFY Report (CSBE03-3), shown in Exhibit XXI-2-10, is produced when Function **X** (Delete FFY) and a **FFY** is entered.

### Control

The DGS Invoice Allocation table is the key to agencies generating automated financial transactions for DGS costs. Exercise extreme care when creating or updating this table to assure all Customer Numbers used by the agency are entered and, if individually specified, that all Trans Types are covered in the allocations. Any subsequent table changes should be carefully reviewed prior to and after requesting transaction reports and prior to actual batch generation. The invoice allocations for each Customer Number should be consistently applied month-to-month. See the following section, *Preparing For the Invoice Allocation Process*, for more information.

EXHIBIT XXI-2-6  
DGS INVOICE ALLOCATION TABLE CODING INSTRUCTIONS

Data Element	Length	Contents
<b><u>Control Key:</u></b>		
ORG CODE	4	The <b>Organization Code</b> is automatically displayed based on the signon used. It cannot be altered.
FFY	4	<b>Enter the Funding Fiscal Year</b> that identifies the year to which this record pertains.
CUSTOMER NUMBER	6	<b>Enter the DGS Customer Number used on DGS invoices for billing the agency for services.</b>
TYPE	4	(Optional) <b>Enter the DGS Trans Type code.</b> The Trans Type must be currently listed in the Statewide List of DGS Services Table (Command I.99.1.1) to be valid for agency use. View or print the statewide list, or press the <b>F1</b> -Help key while the cursor is located in the Trans Type field to see the current agency list of Trans Types (Command I.2.1.1).  <b>NOTE:</b> Leave this field blank to allocate various Trans Types with the same classifications and percentages for a specific Customer Number.
<b><u>Informational Elements:</u></b>		
PERCENT	5	<b>Enter the allocation percentage</b> (1.0000 = 100%). The sum of all percentages must equal 100%. Use a decimal point. Percentages less than 100% are entered <b>0.nnnn ( n = digit)</b> .
INDEX	4	<b>Enter the Index Code(s) to be charged.</b> This code must be currently shown in the Index Table. Press the <b>F1</b> -Help key while the cursor is in the Index field to see a list of Index Codes.
PCA	5	<b>Enter the Program Cost Account(s) to be charged.</b> This code must be currently shown in the PCA Table. Press the <b>F1</b> -Help key while the cursor is in the PCA field to see a list of PCA codes.
PCA ACTY	4	(Optional) <b>Enter the Program Cost Account(s) Activity code to be charged.</b> This code must be currently shown in the D43 Descriptor Table. Press the <b>F1</b> -Help key while the cursor is in the PCA Activity field to see a list of PCA Activity codes.
PROJECT WORKPHASE	6+2	(Optional) <b>Enter the Project and Workphase code.</b> The Project and Workphase must be currently listed in the Project Control Table. Press the <b>F1</b> -Help key while the cursor is in the Project Number field to see a list of Project Codes with Workphases.
LOC	6	(Optional) <b>Enter the Location code.</b> The Location code must be currently listed in the D35 Descriptor Table. Press the <b>F1</b> -Help key while the cursor is in the Location field to see a list of Location codes.
MULTI PUR	12	(Optional) <b>Enter the Multi Purpose code.</b> The Multi Purpose code is a free-form field for agency use and is not edited by CALSTARS.

## EXHIBIT XX1-2-7

**CALSTARS 61**  
(New 12/02)

**DGS INVOICE ALLOCATION TABLE ENTRY FORM**

ORG: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

ENTERED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**Screen 1**

	Function <input type="text"/>	FFY <input type="text"/>	CUSTOMER NBR <input type="text"/>	TYPE <input type="text"/>				
	PERCENT	INDEX	PCA	ACTY	PROJECT	WP	LOCATION	MULTIPURPOSE
LINE # 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Screen 2**

	PERCENT	INDEX	PCA	ACTY	PROJECT	WP	LOCATION	MULTIPURPOSE
LINE # 11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 13	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 14	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 15	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 16	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 17	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 19	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 20	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comment:



## EXHIBIT XXI-2-8

CSBE03-1 9990 (DEST: A1 CTP2) \*\*\*\*\*  
 CALSTARS DEPARTMENT OF AIR QUALITY \*\*\*\*\*  
 DGS INVOICE ALLOCATION TABLE ACTIVITY REPORT  
 05/08/2003 (17:53) \*\*\*\*\*  
 \*\*\*\*\*

ORG NUMBER: 9990

ORG PAGE: 1

RUN PAGE: 1

F	FFY	CUST #	TYPE	PERCENT	INDX	PCA	ACTY	PROJ	WP	LOC	MULTI	PUR	DATE	TIME	ERROR
X	1999			1.0000									05-08-2003	04:19:08 PM	NO2-SEE REPORT CSBE03-3
A	2002	038411	6040	0.5000	2311	GAAAA							05-08-2003	09:03:41 AM	
				0.4500	2321	AAAA0									
				0.0500	2321	AAAL1									
C	2002	038411	6040	0.5000	2311	GAAAA							05-08-2003	09:05:31 AM	
				0.4500	2321	GAA97									
				0.0500	2321	GAC97									
A	2002	038431		0.5000	1500	AAAA0							05-08-2003	04:08:26 PM	
				0.4500	1510	AAAA0									
				0.0500	1520	AAAL1									
A	2002	123456		1.0000	AAL4	AAAL1							05-08-2003	09:03:17 AM	
C	2002	123456		1.0000	AAL4	AAAL1		AAAAL1	00	100000	44-02-669410		05-08-2003	12:55:19 PM	
A	2002	234567		1.0000	1500	AAAA0							05-08-2003	11:30:24 AM	
D	2002	234567		1.0000	1500	AAAA0							05-08-2003	03:33:35 PM	
A	2002	234567	2110	0.5000	1500	AAAA0							05-08-2003	03:34:22 PM	
				0.2500	1510	AAAA0									
				0.2500	1520	AAAL1									
C	2002	234567	2110	0.5000	1500	AAAA0							05-08-2003	04:30:33 PM	
				0.4500	1510	AAAA0									
				0.0500	1520	AAAL1									
G	2002												05-08-2003	03:35:04 PM	
*	2003	038401		0.0001	1520	96000	1111	GSAPTS	00	000001	1-02-345-678		05-08-2003	05:42:47 PM	ZZ1-TABL POSTED W/ERROR
				0.9999	1500	AAAL1		AAAAL1	00	100000	1-02-345-789				J31-INDEX NOT IN IC TBLE
				0.0000	1530	AAAL3		GAA890	00	100001					J33-PCA NOT IN PA TABLE
*	2003	038401	2910	0.2500	1500	AAA01				000001	1-02-355-678		05-08-2003	05:42:47 PM	ZZ1-TABL POSTED W/ERROR
				0.5000	1510	AAA01									J31-INDEX NOT IN IC TBLE
				0.2500	1520	AA101									J33-PCA NOT IN PA TABLE

## EXHIBIT XXI-2-9

CSIE03-2 9990 (DEST: A1 CTP2) \*\*\*\*\*

DEPARTMENT OF AIR QUALITY  
DGS INVOICE ALLOCATION TABLE

\*\*\*\*\* ORG NUMBER: 9990

CALSTARS

REPORT ORG PAGE: 1

05/09/2003 (09:24) \*\*\*\*\*

RUN PAGE: 1

CUST #	TYPE	FFY	PERCENT	INDX	PCA	ACTY	PROJ	WP	LOC	MULTI	PUR	CREATE DATE	LAST-PROC DATE
038401		2002	0.0001	1520	96000	1111	GSAPTS	00	000001	1-02-345-678		11-13-2002	11-13-2002
			0.9999	1500	AAAL1		AAAAL1	00	100000	1-02-345-789			
			0.0000	1530	AAAL3		GAA890	00	100001				
038401	2910	2002	0.2500	1500	AAA01				000001	1-02-355-678		11-13-2002	11-13-2002
			0.5000	1510	AAA01								
			0.2500	1520	AA101								
038401	3310	2002	0.8000	1500	AAA01				000001	1-02-355-678		11-13-2002	11-13-2002
			0.0000	1510	AAA01								
			0.2000	1520	AA101								
038401	5640	2002	0.1000	1500	AAA01				000001	1-02-355-678		11-13-2002	11-13-2002
			0.0000	1510	AAA01								
			0.9000	1520	AA101								
038401	6212	2002	0.0000	1500	AAA01				000001	1-02-355-678		11-13-2002	11-13-2002
			0.0000	1510	AAA01								
			1.0000	1520	AA101								
038408		2002	1.0000	1500	AAAA0							11-13-2002	11-13-2002
038408	6040	2002	0.5000	1500	AAAA0							11-13-2002	11-13-2002
			0.4500	1510	AAAA0								
			0.0500	1520	AAAL1								
038410	5110	2002	0.1000	1500	AAAA0							11-13-2002	11-13-2002
			0.1000	1500	AAAA0								
			0.2000	1520	AAAL1								
			0.2000	1520	AAAA0								
			0.1000	1530	AAAL4								
			0.1000	1540	AAAL5								
			0.0500	2110	AAA00								
			0.0500	2121	AAA03								
			0.1000	2130	AA001								
038411	6040	2002	0.5000	2311	GAAAA							11-14-2002	11-14-2002
			0.4500	2321	GAA97								
			0.0500	2321	GAC97								
038414		2002	0.5000	2413	AAAA0							11-14-2002	11-14-2002
			0.1500	2420	AAAA0								
			0.3500	2432	AAAL1								
038425	3310	2002	0.3000	2510	10000							11-14-2002	11-14-2002
			0.0000	2511	11111								
			0.7000	2512	33700								
038430		2002	0.4000	1500	AAAA0							11-13-2002	11-13-2002
			0.1000	1500	AAAA0								
			0.2000	1520	AAAL1								
			0.3000	1520	AAAA0								

## EXHIBIT XXI-2-10

CSBE03-3 9990 (DEST: A1 CTP2) \*\*\*\*\* DEPARTMENT OF AIR QUALITY \*\*\*\*\* ORG NUMBER: 9990  
 CALSTARS DGS INVOICE ALLOCATION TABLE - DELETE FFY (1999) REPORT ORG PAGE: 1  
 05/08/2003 (17:53) \*\*\*\*\* RUN PAGE: 1

											-----MAINTENANCE-----	
F	CUST #	TYPE	PERCENT	INDX	PCA	ACTY	PROJ	WP	LOC	MULTI PUR	DATE	TIME
-	-----	----	-----	----	-----	----	-----	--	-----	-----	-----	-----
X	031100		1.0000	9999	00131						05-08-2003	05:42:39 PM
X	031100	2910	0.3000	9999	00176		800101	00			05-08-2003	05:42:39 PM
			0.0000	9999	00139		800101	00				
			0.7000	9999	00221		800101	00				
X	031100	2930	0.6000	9999	00228						05-08-2003	05:42:39 PM
			0.0000	9999	00361		800101	00				
			0.4000	9999	00421							
X	031100	3310	0.0500	9999	00352	GAR1			000001		05-08-2003	05:42:39 PM
			0.1000	9999	00371	GAR3	800101	00		12-02-3456-7		
			0.1000	9999	00621	GAR4			000002			
			0.1000	9999	00141	GAR5	790104	00		12-02-3456-8		
			0.1000	9999	00172	GAR6			000004			
			0.0500	9999	00361					13-02-3566-1		
			0.1000	9999	00152							
			0.0000	9999	00138							
			0.0500	9999	00137					13-02-3566-2		
			0.1000	9999	00132					12-02-3346-9		
			0.1500	9999	00135							
			0.0500	9999	00131							
			0.0250	9999	00140							
			0.0250	9999	00182							
X	031100	5699	0.5000	9999	00228				000003		05-08-2003	05:42:39 PM
			0.1000	9999	00361		800101	00				
			0.4000	9999	00421				000005			

## THE DGS AUTOMATED PAYABLES PROCESS OVERVIEW

The DGS Automated Payables process is an optional feature that allows agencies to generate transactions to distribute DGS billings that have been charged through SCO direct transfers.

DGS sends a summary of all the DGS invoices to the SCO for fund transfer from agency appropriation accounts for those agencies that received goods and services from DGS. DGS also sends three electronic files to CALSTARS. CALSTARS separates and routes two files, the Notice of Electronic Fund Transfer (NEFT) and the associated invoice file, to the participating agencies' printers. The third file includes all of the invoices shown on the NEFT statement. The invoices included in this third file, excluding the resubmitted invoices, and the two payables tables (DGS Services and DGS Invoice Allocation Tables) are used to perform the DGS automated payables process.

**NOTE:** The normal billing period for invoices contained in each file is the 26<sup>th</sup> of the month through the 25<sup>th</sup> of the following month. This file may also include corrections for earlier months. Files are typically transmitted to CALSTARS between the 1<sup>st</sup> and 5<sup>th</sup> of the following month; e.g. an electronic file for July 26<sup>th</sup> – August 25 will be available in CALSTARS between September 1<sup>st</sup> – 5<sup>th</sup>.

DGS provides copies of the invoices and additional information on their Internet site for agency downloading and/or viewing.

**If no current month invoice file is displayed on the F.1.1 screen after the 5<sup>th</sup>, check the DGS Internet site to see if current month invoices appear there. Call the CALSTARS Hotline if invoices appear on the Internet and there is no file displayed on the F.1.1 DGS screen.**

The DGS automated payables process is agency controlled for generating:

- ✧ Batches of financial transactions
- ✧ Reports/files (optional) of those financial transactions and
- ✧ An exception report (optional) for Customer Numbers that were rejected and not used in the process.

The batches of financial transactions are created in real-time and displayed on the List of Batches screen (Command **C.2**) as soon as the process is completed. Each agency then reviews its batch(es), makes any necessary changes and releases the batch(es) to the nightly system update process. Exhibit XXI-2-11 illustrates the DGS invoice allocation process.

The next three sections describe the steps used for:

- ✧ Batch Generation Process For DGS Invoices,
- ✧ *Recreate* Batches Process, and
- ✧ *Restart* Batch Process.

The first process is most commonly used for the monthly DGS invoice processing cycle. However, the other two processes are available to resolve specific situations that may arise.

## IMPORTANT CONSIDERATIONS

It is important for each agency to review the “Considerations” discussed below.

### Transaction Code (TC) Considerations

Each batch of DGS transactions is generated with either a TC 242(s) (direct SCO payment) or a TC 245(s) (direct SCO payment previously encumbered) for each DGS invoice. The automated process determines the TC based upon agency agreement with DGS. TC 242 is automatically used for all generated transactions unless the agency requests DGS to use a particular 10-digit Document Number-Suffix coding for certain Customer Numbers and services (Trans Types). If this coding data is in the invoice record coming from DGS, the automated payables process will compare it to the Document File. CALSTARS will use it to create a TC 245 transaction(s) if there is a Document File match.

To have DGS assign a specific 10-digit Document Number-Suffix code to any of the invoice records, the agency must complete the following procedure:

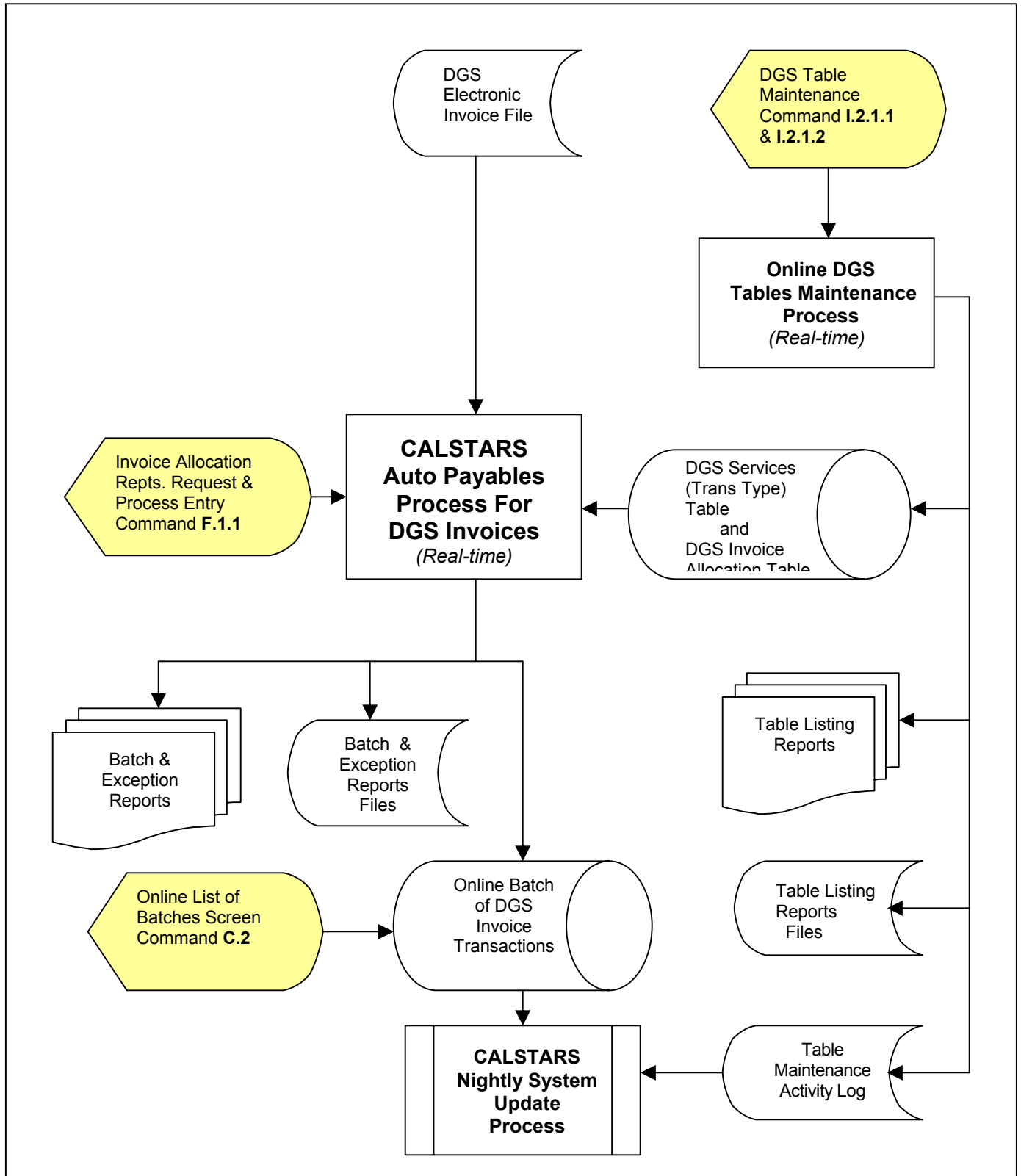
- ✱ Establish an encumbrance document for each service (Trans Type) **or**, Trans Type + Customer Number combination to be tracked.
- ✱ Notify DGS, by letter, of the:
  - Customer Numbers(s) and/or
  - Specific Trans Type(s) that need this special document ID coding added to their invoices, and
  - Specify the CALSTARS Document Number(s) with Suffix (10-digit) to be used in the DGS “Order No” field for each Trans Type or Trans Type/Customer Number combination.

**NOTE:** The DGS “Order No” field is currently used by DGS to record Invoice Date and Contract Number (where applicable).

### Process Scheduling Considerations

The timing of the DGS payables process is essential for proper posting of invoices in CALSTARS. Agencies that use the cost allocation/fund split process should ensure that the DGS batches are generated, released and posted in CALSTARS prior to running the monthly process.

EXHIBIT XXI-2-11  
DGS AUTOMATED PAYABLES PROCESS



## USING THE BATCH GENERATION PROCESS FOR DGS INVOICES

Agencies that choose this process must follow a few specific steps. The steps described below may generally be adopted by most agencies, but some variations may be necessary for individual agencies. By following these steps, agencies may avoid manually adjusting the batch to add, change or delete transactions. Also, following these steps ensure that complete and accurate automated batches will be produced and processed on a timely basis.

**Prior to using this process, the following prerequisites must be completed:**

1. **Establish** the DGS Services and the Invoice Allocation tables, and
2. **Review** the "Transaction Code (TC) Considerations".

### 1. Access the DGS Automated Payables Screen

The electronic DGS Invoice File will be available at the beginning of each month. The agency initiates the process by accessing the Automated Payables function and viewing the Department of General Services screen to see if any files are available for processing. From the Main Menu, use Code **F**-Monthly and Special Processing (shown below), or use Command **F.1.1** to go directly to the 'Dept. of General Services' invoice-processing screen.

9990 F: Monthly and Special Processes		05-09-2003 03:07 PM	
CODE	AVAILABLE OPTIONS		
1	Automated Payables =>		
2	SCO Year-End Data Transfer		
Code: _			
Command: _____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Help Retrn Quit Main			

Select Code 1-Automated Payables, to access the Automated Payables screen. The STATUS line will display whether a single file or multiple months' files are available for processing. Both situations are shown below.

### Single File Available for Processing

9990 F.1: Automated Payables		05-09-2003 03:17 PM
CODE	AVAILABLE OPTIONS	STATUS
1	Dept. of General Services	File Recd 05-03-2003 - Ready to Run
2	Telephone	
3	Voyager	

Code: \_

Command: \_\_\_\_\_

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
Help Retrn Quit Main

### Multiple Files Received

This screen is shown if two or more invoice files are received and at least one is ready for processing.

9990 F.1: Automated Payables		05-09-2003 03:17 PM
CODE	AVAILABLE OPTIONS	STATUS
1	Dept. of General Services	Multiple Files - Ready to Run
2	Telephone	
3	Voyager	

Code: \_

Command: \_\_\_\_\_

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
Help Retrn Quit Main



## 2. Select 'Dept. of General Services' for file processing

Select Code 1-Dept. of General Services. One of two variations of the screen will appear depending on whether a single file or multiple files are available for processing (or were processed during the month). If a single file is available, the screen will show only that file. If more than one file exists, a List of Files pop-up screen is displayed showing the available files and their current run status. Both screen samples are shown below.

### Single File Available for Processing

Only one file is shown. A file is identified by date and time. The example below is a May file which covers the period March 26, 2002 through April 25, 2003.

9990 F.1.1: Dept. of General Services		05-09-2003 03:18 PM	
Vendor/S	:	_____	(To Add or Change Vendor/S press PF6)
File Received Date	:	05-03-2003 09:45 AM	
Select Fiscal Month	:	___	(CM=Current Month, PM=Prior Month, PY=FM13)
Set to Run Indicator:	-	___	(1=Create Batch and Reports, 2=Create Reports Only) (3=Create Batch only, 4=Create Error Report Only)
Command: _____			
Enter-PF1---	PF2---	PF3---	PF4---
Help	Retrn	Quit	Cust#
			Vendr
			Clear
			Main

### Multiple Files Received

The DGS List of Files pop-up screen appears below. Note that the February 2003 file was run, but is available until the end of the month.

```

9990 F.1.1: Dept. of General Services                                05-09-2003 03:18 PM

                                List of DGS Files

                                DGS FILE STATUS

Enter under F below:  (S=Select to Run, 1=Mark as Completed)
                      (5=Recreate Batch, 9=Restart Batch)
F  DATE & TIME RECEIVED      DATE & TIME RUN
-  -----
-  02-04-2003  08:55 AM      05-02-2003  10:16 AM
-  03-02-2003  11:00 AM
-  04-01-2003  10:00 AM
-  05-03-2003  09:45 AM
                                *** End of Data ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF1
      Help  Retrnr                                Bkwrdr Frwrdr

```

**NOTE:** Files that were run during the current calendar month will remain on the List of Files pop-up screen until month-end rollover. **At month-end rollover the screen will be refreshed to remove the files that were run and any files that are over 6 months old (whether run or not).**

Key code **S**=Select to Run in the "F" column next to the specific file to be processed and press **Enter**. For files earlier than the current month, the following "WARNING" pop-up screen will be displayed.

```

9990 F.1.1: Dept of General Services                                05-09-2003 03:18 PM

                                List of DGS Files

                                DGS FILE STATUS

Enter under F below:  (S=Select to Run, 1=Mark as Completed)
                      (5=Recreate Batch, 9=Restart Batch)
                                ACTION CONFIRMATION
                                WARNING!!

You are requesting the creation of a batch from invoices that were sent to
CALSTARS before the beginning of this month.

If you have already entered transactions for these invoices, then do not
use this process. Cancel your request and mark the file as completed.

If transactions based on these invoices have not been previously entered,
then proceed with the batch creation process.

                                Press PF4 to create the batch, or PF2 to cancel

```

This warning indicates that a file was selected that is older than the current month. For the file listed, an agency may have already processed those records manually. Therefore, a Warning pop-up screen is always displayed for prior month files to avoid the accidental duplication of transactions in CALSTARS.

After determining that it is appropriate to process the file, press the **F4** key. This will close the Warning pop-up screen and display the **F.1.1** single file screen, which displays the file Date, and Time for the file selected from the list.

### 3. (Set up) Establish the Vendor Number for charging the DGS invoices

**This task must be performed before the automated payables process will run.**

**Skip this step in the future unless the DGS Vendor Number is changed.**

The CALSTARS Vendor Number-Suffix assigned to DGS must be entered so it will appear on the generated financial transactions. Press the **F6-Vendr** key to display the "Add or Change Vendor Number Suffix" pop-up screen and enter the DGS Vendor Number and Suffix. See the pop-up screen below.

```
9990 F.1.1: Dept. of General Services                                05-09-2003 03:19 PM

Vendor/S                  : _____ (To Add or Change Vendor/S press PF6)

File Received Date       : 05-03-2003 09:45 AM

Select Fiscal Month      : ____ (CM=Current Month, PM=Prior Month, PY=FM13)

Set to Run Indicator:    _ (1=Create Batch and Reports, 2=Create Reports Only)
                        (3=Create Batch Only, 4=Create Error Report Only)

Add or Change Vendor Number

Vendor/S> _____

Press Enter to add or change the vendor number, or press PF2 to cancel
```

If the Vendor Number is not known, press the **F1-Help** key while the cursor is in the "Vendor Number>" field. This will display the Vendor Edit pop-up help listing, as shown below. Select a vendor by placing the cursor on that line and pressing **Enter**.

```

9990 F.1.1: Dept. of General Services                                05-09-2003 03:20 PM

```

Vendor Information Search by Number/Sfx or Name				MORE=>
Vendor Nbr/Sfx: _____		or Name: _____		
VENDOR NBR	SFX	VENDOR NAME	ADDRESS - LINE 1	
0000000114	00	NOR CAL LASER PRODUCTS INC	214 DOUGLAS BLVD	
0000000169	00	YELLOW CAB	900 RICHARDS BL	
0000000285	00	BROWNIE'S BLUEPRINT CO	1322 V STREET	
0000000323	00	COURIER EXPRESS, INC	P.O. BOX 26257	
0000000340	00	FEDERAL EXPRESS CORP	P.O. BOX 1140	
0000000359	00	DEPT OF GENERAL SERVICES	P.O. BOX 151	
0000000496	00	THE ELECTRIC PAGE	1915 21ST STREET	
0000000515	00	COMCAST	P.O. BOX 348090	
0000000534	00	CALTRONICS BUSINESS SYSTEMS	10491 OLD PLACERVILLE RD	
0000000610	00	INLAND BUSINESS MACHINES	1500 N. MARKET	

To select desired vendor#, place cursor on that row and ENTER  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12  
Retrn Bkwr Frwr Left Right

#### 4. Determine if any Customer Number exceptions exist and resolve

When there are **no** Customer Number exceptions, the message: "No Customer Number Exceptions - Process Ready to Run" appears above the Command line on the F.1.1-Dept. of General Services screen.

When Customer Number exceptions are found, the message: "Customer Number Exceptions Found. For list press PF5" appears above the Command line on the F.1.1-Dept. of General Services screen as shown below.

```

9990 F.1.1: Dept. of General Services                                05-09-2003 03:21 PM

```

Vendor/S : A200000000 00 (To Add or Change Vendor/S press PF6)  
DEPT OF GENERAL SERVICES

File Received Date : 05-03-2003 09:45 AM

Select Fiscal Month : \_\_\_\_ (CM=Current Month, PM=Prior Month, PY=FM13)

Set to Run Indicator: \_\_\_\_ (1=Create Batch and Reports, 2=Create Reports Only)  
(3=Create Batch Only, 4=Create Error Report Only)

Customer Number Exceptions Found. For list press PF5

Command: \_\_\_\_\_  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
Help Retrn Quit Cust# Vendr Clear Main

Customer Number exceptions exist because of the following reasons:

1. A DGS Allocation Table(s) has not been established for a specific Customer Number, or
2. A Customer Number may not belong to the agency receiving the expenditure.

To identify the Customer Numbers that do not have an Invoice Allocation Table established for the FFY, press the **F5-Cust#** key to display the List of Customer Number Exceptions screen. A sample of this screen is shown below after three maintenance transactions, which are discussed later in this section, were entered (i.e., Rejected, Added and Rejected & Added).

```

9990 List of Customer Number Exceptions                                05-09-2003 03:22 PM

DGS Customer Numbers not on the Agency Table for file received 05-03-2003

Enter under F below: (A=Add, C=Cancel Reject, R=Reject)   Go to Cust #: _____

F  FFY  CUST #      DESCRIPTION                      ACTION
-  - - - - -
-  2001  038404  DEPT OF AIR QUALITY                REJECTED
-  2002  038409  DEPT OF AIR QUALITY
-  2002  038410  DEPT OF AIR QUALITY                ADDED
-  2002  038420  DEPT OF AIR QUALITY
-  2002  038432  DEPT OF AIR QUALITY
-  2002  038439  DEPT OF AIR QUALITY
-  2001  038450  DEPT OF AIR QUALITY                REJECTED & ADDED
                                     *** End of Data ***

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit                      PList Bkwr  Frwr                      Main

```

To obtain a report that lists the Customer Numbers that do not have an Invoice Allocation Table, press the **F6-Plist** key. A Select File Report Destination pop-up screen appears on the List of Customer Number Exceptions screen as shown below.

```

9990 List of Customer Number Exceptions                                05-09-2003 03:23 PM

DGS Customer Numbers not on the Agency Table for file received 05-03-2003

Enter under F below: (A=Add, C=Cancel Reject, R=Reject)   Go to Cust #: _____

F  FFY  CUST #  DESCRIPTION  ACTION
-  ---  -
-  2001  038404  DEPT OF REAL ESTATE  REJECTED
-  2002  038409  DEPT OF REAL ESTATE
-  2002  038410  DEPT OF REAL ESTATE  ADDED
-  2002  038420  DEPT OF REAL ESTATE

Select File Report Destination

DESTINATION:
(Select one or more with a Y)
Report File   : _ ( CS9990.CSIE05-1.DGS-C#EX.IQ.D2030509.T1523229 )
Agency Printer: _ CTP2 (Report Class Z and to the IRPT queue)

Press Enter to submit file report request, or press PF2 to cancel.

```

One or both report destinations may be selected. The DGS Customer Number Exceptions Report (CSIE05-1) may be generated as a report file and may also be ROPED to an agency printer as indicated on the pop-up screen. A sample of the report is shown in Exhibit XXI-2-12.

To resolve Customer Number Exceptions, the following three functions are available on the DGS Customer Exception screen.

**A-Add**—This function is used when an exception exists because the DGS Allocation Table has not been established for the Customer Number. When an **A** is keyed in the Function column and **Enter** is pressed, the Invoice Allocation Table Entry screen is displayed with the **Customer Number** and **FFY**. The remaining fields should then be keyed and the **Enter** key pressed to create the new Invoice Allocation Table.

**NOTE:** If the **Add** function is not used for a Customer Number listed on this screen, but the Invoice Allocation Table is subsequently updated using Command **I.2.1.2**, any later access of the List of Customer Number Exceptions screen will show that the Customer Number has been "ADDED".

**R-Reject**—This function is used when an exception exists because the Customer Number does not belong to the agency receiving the expenditure. It is also used again when the erroneous expenditure(s) is reversed. When an **R** is keyed in the Function column and **Enter** is pressed, the transaction(s) for the displayed Customer Number/FFY is prevented from being generated. This causes a reconciling item on the agency's appropriation reconciliation until DGS corrects the error. The rejected invoices will be summed and the amounts shown on the DGS Transaction Exceptions Report (CSIE01-2), last

page. See Exhibit XXI-2-13 for an example. This report is available during the report and batch creation process discussed in Step 5, which follows.

**NOTE:** If the **Reject** function is used BUT the Customer Number is later added by entering an Invoice Allocation Table (Command **I.2.1.2**), financial transactions will be generated. A *warning message* will appear on the last page of the DGS Transactions Exceptions Report (CSIE01-2), and the “REJECTED & ADDED” message will appear on the Customer Number Exception screen.

**C-Cancel Reject**—Cancels the **Reject** a Customer Number action (above). The Customer Number can then be Added (see above) or left blank. If a previous reject action is not cancelled and an **Add** is used, the Action message “REJECTED & ADDED” is displayed. If no other maintenance is done, see **Do Nothing**, below.

**Do Nothing**—If an **Add** or **Reject** is not done for a Customer Number exception, the automated payables process will generate transactions for that Customer Number although there is no Invoice Allocation Table. These transactions will appear on the DGS Transaction Exceptions Report (CSIE01-2) and DGS Invoice Transactions Report (CSIE01-1) but the Index and PCA fields will be blank. See Exhibit XXI-2-14 and Exhibit XXI-2-15 for examples of these reports.

**IMPORTANT:** All Customer Number exceptions should be resolved before running the DGS Payables process. If they are not resolved, transactions with errors will be created.

# EXHIBIT XXI-2-12

```

CSIE05-1 9990 (DEST: A1 CTP2) *****
                                CALSTARS
05/09/2003 (15:23) *****
                                DEPARTMENT OF AIR QUALITY
                                DGS CUSTOMER NUMBER EXCEPTIONS
                                *****
                                REPORT
                                *****
                                ORG NUMBER: 9990
                                ORG PAGE: 1
                                RUN PAGE: 1

```

DGS CUSTOMER NUMBERS NOT ON THE AGENCY TABLE FOR FILE RECEIVED 05-03-2003

FFY	CUST #	DESCRIPTION
2001	038404	DEPT OF AIR QUALITY
2002	038409	DEPT OF AIR QUALITY
2001	038410	DEPT OF AIR QUALITY
2002	038420	DEPT OF AIR QUALITY
2002	038432	DEPT OF AIR QUALITY
2002	038439	DEPT OF AIR QUALITY
2001	038450	DEPT OF AIR QUALITY

\*\*\* End of report \*\*\*



## EXHIBIT XXI-2-13

**(LAST PAGE)**

CSIE01-2 9990 (DEST: A1 CTP2) \*\*\*\*\* DEPARTMENT OF AIR QUALITY \*\*\*\*\* ORG NUMBER: 9990  
 CALSTARS DGS TRANSACTION EXCEPTIONS REPORT ORG PAGE: 12  
 05/09/2003 (15:25) \*\*\*\*\* RUN PAGE: 12

NUMBER OF TRANSACTIONS CREATED	:	143	ABSOLUTE AMOUNT OF BATCH(S)	:	436,261.84
NUMBER OF TRANSACTIONS WITH EXCEPTIONS:		143	ABSOLUTE AMOUNT OF EXCEPTIONS	:	436,261.84
NUMBER OF COMPLETE TRANSACTIONS	:	0	ABSOLUTE AMOUNT OF COMPLETE TRANSACTIONS:		0.00

\*\*\*\*

REJECTED DGS CUSTOMER NUMBERS:

FILE RECEIVED DATE: 05-03-2003

			----- REJECTION -----	
FFY	CUST #	DESCRIPTION	DATE	TIME
----	----	-----	-----	-----
2001	038404	DEPT OF AIR QUALITY	05-09-2003	03:22:05 PM

RECONCILIATION BETWEEN DGS ELECTRONIC FILE AND THE BATCH:

	AMOUNT
	-----
ELECTRONIC INVOICES FILE - ABSOLUTE AMOUNT:	436,278.95
LESS: ABSOLUTE AMOUNT FROM REJECTED CUSTOMER NUMBERS:	17.11
	-----
ABSOLUTE AMOUNT OF BATCH(S):	436,261.84
	-----

\*\*\*\* When applicable, warnings regarding adding and rejecting the same customer number will appear here.

## 5. Run reports to analyze batch of transactions before generation

After an invoice file is selected for processing, a batch transaction listing report and a transaction exception report are available for viewing. One or both of these reports should be ordered before the batch is generated. Agencies are not required to run these reports, but they can be helpful when establishing tables and/or making changes to tables. These reports show the transactions that will be generated based on the existing agency DGS Services and DGS Invoice Allocation tables.

To confirm the File selected, the Received Date and Time are shown on the screen. A fiscal month (PM, CM or PY) must be selected which will be assigned to the batch when it is created. A sample of the screen is shown below. The screen message indicates there are no customer number exceptions.

9990 F.1.1: Dept. of General Services		05-09-2003 03:24 PM	
Vendor/S	: A200000000 00 (To Add or Change Vendor/S press PF6) DEPT OF GENERAL SERVICES		
File Received Date	: 05-03-2003 09:45 AM		
Select Fiscal Month	: __ (CM=Current Month, PM=Prior Month, PY=FM13)		
Set to Run Indicator:	- (1=Create Batch and Reports, 2=Create Reports Only) (3=Create Batch only, 4=Create Error Report Only)		
No Customer Number Exceptions - Process Ready to Run			
Command: _____			
Enter-PF1---	PF2---	PF3---	PF4---
Help	Retrn	Quit	Cust#
	Vendr	Clear	Main

**NOTE:** It is recommended that agencies request the Error Report before generating a batch. Select Run Indicator **2** or **4** when customer exceptions are found.

Four options are available for processing the file. The options are to:

- 1- Create a Batch and Reports**—Provides a single step to create the batch and all applicable reports.

**NOTE:** If exceptions exist because they were not cleared prior to the creation of the batch, they must be handled manually. Any changes must be entered manually to the online batch through Command **C.2**. If the batch is released to the nightly system update process, errors must be cleared using the Error Correction process (Command **C.3**).

**2- Create Reports Only**—Generates the CSIE01-2, DGS Transactions Exceptions Report (Exhibit XXI-2-13 and Exhibit XXI-2-14) and the CSIE01-1, DGS Invoice Transactions Report (Exhibit XXI-2-15).

**3- Create Batch Only**—Generates the batch of transactions. The batch is displayed online and the **P**-Print Batch function is available (Command **C.2**).

No DGS Transactions or Exceptions reports are produced. Therefore, any error corrections must be:

- ✳ Entered manually to the batch online, if the batch is NOT yet released to the nightly system update process; OR
- ✳ Entered manually through the Error Correction process, if the batch is released to the nightly system update process with exception errors.

**4- Create Error Report Only**—Generates a report containing only those transactions that have errors. See the CSIE01-2, Transaction Exceptions Report (Exhibit XXI-2-13 and Exhibit XXI-2-14).

**It is recommended that Run Indicator 4 is selected first.** Use the reports to eliminate potential errors by updating the tables before the transactions are generated.

**NOTE:** The reports may be requested as often as necessary following table additions and corrections to eliminate exceptions prior to creating a batch(s).

When ordering reports using Options **1**, **2** or **4**, the following Produce Reports pop-up screen will appear. If Option **4** is used, only report file “DGS-T-EX.IQ” and agency print are available.

9990 F.1.1: Dept. of General Services		05-09-2003 03:25 PM
Vendor/S	: A200000000 00 (To Add or Change Vendor/S press PF6) DEPT OF GENERAL SERVICES	
File Received Date	: 05-03-2003 09:45 AM	
Select Fiscal Month	: <u>PM</u> (CM=Current Month, PM=Prior Month, PY=FM13)	
Set to Run Indicator:	<u>2</u> (1=Create Batch and Reports, 2=Create Reports Only) (3=Create Batch Only, 4=Create Error Report Only)	
Produce Reports		
DESTINATION: (Select one or more with a Y)		
Report File	: _ ( CS9990.CSIE01-1.DGS-TRAN.IQ.D2030509.T152513 ) ( CS9990.CSIE01-2.DGS-T-EX.IQ.D2030509.T152513 )	
Agency Printer:	_ CTP2 (Report Class Z and to the IRPT queue)	
Press Enter to produce reports, or press PF2 to cancel.		

The reports are available as:

- ✪ Report File at the TSO agency file list (Command==> **=3.4**)

The exceptions file is: **CSnnnn.CSIE01-2.DGS-T-EX.IQ.D**(date ).**T**(time)

The batch file is: **CSnnnn.CSIE01-1.DGS-TRAN.IQ.D**(date ).**T**(time)

Code *nnnn* = Organization Code, and/or

- ✪ Hard-copy at the agency printer (Report Class **Z** and to the **IRPT** queue).

The CSIE01-2, Transaction Exception Report (Exhibit XXI-2-14) and the CSIE01-1, DGS Invoice Transactions Report (Exhibit XXI-2-15) are shown on the next pages.

## EXHIBIT XXI-2-14

CSIE01-2 9990 (DEST: A1 CTP2) \*\*\*\*\* DEPARTMENT OF AIR QUALITY \*\*\*\*\* ORG NUMBER: 9990  
 CALSTARS DGS TRANSACTION EXCEPTIONS REPORT ORG PAGE: 1  
 05/09/2003 (15:25) \*\*\*\*\* RUN PAGE: 1  
 FOR FILE RECEIVED DATE: 05-03-2003

## BATCH INFO:

DATE: TYPE: XE NUMBER: 002 FM: 11 VENDOR INFO: NUMBER SFX: A200000000 00 NAME: DEPT OF GENERAL SERVICES

\*\*\*\*\*

SEQ #	TC	FFY	REF DOC	SFX INVOICE	DOC DATE	CUR DOC	SFX	CUST #	TYPE	AMOUNT	R	EXCEPTION MESSAGE
----	---	----	-----	-----	-----	-----	---	-----	-----	-----	-	-----
	INDX	OBJ AO	PCA	PROJ WP	PCA-ACTY	LOC		MULTI PUR				
	----	---	-----	-----	-----	-----		-----				
1	242	2001	03-2003	2177527	04-04-2003	GS020013	07	038450	6241	5.63	R	J44-TRANS TYPE NOT IN OD J45-CUST NBR NOT IN EA E64-TC REQUIRES PCA
2	242	2002	03-2003	2177529	04-04-2003	GS020013	07	038407	6241	5.48	R	J44-TRANS TYPE NOT IN OD J45-CUST NBR NOT IN EA E64-TC REQUIRES PCA
3	242	2002	03-2003	2180429	04-04-2003	GS020013	07	038401	2930	5.12		WP2-PROJECT NOT IN PCA E52-REQ AP SYM NOT IN AS
	1520	347	96000	GSAPTS 00	111	000001		1-02-345-678				
4	242	2002	03-2003	2180429	04-04-2003	GS020013	07	038401	2930	677.76		E52-REQ AP SYM NOT IN AS
	1500	347	AAAL1	AAAAL1 00		100000		1-02-345-789				
5	242	2002	03-2003	2186491	04-04-2003	GS020013	07	038410	5110	585.00		J45-CUST NBR NOT IN EA E64-TC REQUIRES PCA E57-NEED FUND OR PCA
		397										

## EXHIBIT XXI-2-15

CSIE01-1 9990 (DEST: A1 CTP2) \*\*\*\*\* DEPARTMENT OF AIR QUALITY \*\*\*\*\* ORG NUMBER: 9990  
 CALSTARS DGS INVOICE TRANSACTIONS REPORT ORG PAGE: 1  
 05/09/2003 (15:25) \*\*\*\*\* RUN PAGE: 1  
 FOR FILE RECEIVED DATE: 05-03-2003

## BATCH INFO:

DATE:

TYPE: XE

NUMBER: 002

FM: 11

## VENDOR INFO:

NUMBER SFX: A200000000 00

NAME: DEPT OF GENERAL SERVICES

\*\*\*\*\*

SEQ #	TC	FFY	REF DOC	SFX	INVOICE	DOC DATE	CUR DOC	SFX	CUST #	TYPE	AMOUNT	REV	E
----	---	----	-----	--	-----	-----	-----	--	-----	----	-----	-	-
	INDX	OBJ AO	PCA		PROJ WP	PCA-ACTY	LOC		MULTI PUR				
	----	----	-----		-----	----	-----		-----				
1	242	2002	03-2003		2177527	04-04-2003	GS020013	07	038450	6241	5.63	R	E
2	242	2002	03-2003		2177529	04-04-2003	GS020013	07	038407	6241	5.48	R	E
3	242	2002	03-2003		2180429	04-04-2003	GS020013	07	038401	2930	5.12		E
	1520	347	96000		GSAPTS 00	111	000001		1-02-345-678				
4	242	2002	03-2003		2180429	04-04-2003	GS020013	07	038401	2930	677.76		E
	1500	347	AAAL1		AAAAL1 00		100000		1-02-345-789				
5	242	2002	03-2003		2186491	04-04-2003	GS020013	07	038410	5110	585.00		E
		397											

\*\*\*\*\*

BATCH COUNT: 5

\*\*\*\*\*

\*\*\*\*\*

BATCH AMOUNT: 1,278.99

\*\*\*\*\*

## EXHIBIT XXI-2-15

(LAST PAGE)

CSIE01-1 9990 (DEST: A1 CTP2) \*\*\*\*\* DEPARTMENT OF AIR QUALITY \*\*\*\*\* ORG NUMBER: 9990  
 CALSTARS DGS INVOICE TRANSACTIONS REPORT ORG PAGE: 11  
 05/09/2003 (15:25) \*\*\*\*\* RUN PAGE: 11  
 FOR FILE RECEIVED DATE: 05-03-2003

## BATCH INFO:

DATE:

TYPE: XE

NUMBER: 003

FM: 11

## VENDOR INFO:

NUMBER SFX: A200000000 00

NAME: DEPT OF GENERAL SERVICES

\*\*\*\*\*

SEQ #	TC	FFY	REF DOC	SFX	INVOICE	DOC DATE	CUR DOC	SFX	CUST #	TYPE	AMOUNT	REV E
----	---	----	-----	--	-----	-----	-----	--	-----	----	-----	- -
	INDX	OBJ AO	PCA		PROJ WP	PCA-ACTY	LOC		MULTI PUR			
	----	----	-----		-----	----	-----		-----			

\*\*\*\*\*

\*\*\*\*\*

NUMBER OF TRANSACTIONS CREATED	:	143	ABSOLUTE AMOUNT OF BATCH(S)	:	436,261.84
NUMBER OF TRANSACTIONS WITH EXCEPTIONS:		143	ABSOLUTE AMOUNT OF EXCEPTIONS	:	436,261.84
NUMBER OF COMPLETE TRANSACTIONS	:	0	ABSOLUTE AMOUNT OF COMPLETE TRANSACTIONS:		0.00

## 6. Create an automated batch(es)

After the DGS automated payables tables are in place and customer number exceptions are addressed (recommended in Step 5), the automated batch process may be run to create a batch(s) of DGS invoice transactions.

**NOTE:** Only one invoice file may be selected at a time for transactions generation. Once an invoice file is selected and the batch(es) begin to generate, it **MUST** successfully complete the process before another file may be selected and processed.

A batch may contain between 1,100 and 1,119 transactions before it will automatically split; e.g., 1,300 transactions would split into two batches of about 1,100 and 200. An invoice is not split between batches. Up to 100 more transactions may be added manually to the first batch after it is created (Command C.2), if needed. The maximum number of transactions for any CALSTARS batch is 1,200. Batches are also split by FFY.

Use either Code 1 or 3 from the Dept. of General Services screen (Command F.1.1) to create a batch. Each is described below.

- 1- Create a Batch and Reports**—Provides a single step to generate the batch of transactions and create all the applicable reports.
- 3- Create Batch Only**—Performs only the process to generate the batch of transactions. No DGS Transaction or Exception reports are produced.

```

9990 F.1.1: Dept. of General Services                                05-09-2003 03:35 PM

Vendor/S                  : A200000000 00  (To Add or Change Vendor/S press PF6)
                          DEPT OF GENERAL SERVICES

File Received Date       : 05-03-2003 09:45 AM

Select Fiscal Month      : __ (CM=Current Month, PM=Prior Month, PY=FM13)

Set to Run Indicator:    _ (1=Create Batch and Reports, 2=Create Reports Only)
                          (3=Create Batch only, 4=Create Error Report Only)


No Customer Number Exceptions - Process Ready to Run

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit      Cust#  Vendr      Clear      Main
  
```

The screen displays the message "In progress - *n,nnn* invoices to go." if a large batch(es) is being created and **Enter** is pressed. The message "Process



completed” appears if **Enter** is pressed following successful file processing to create the batch(es).

Any exceptions must be resolved manually once the batch creation process is completed. However, the batch(es) may be ‘recreated’ if the batch(s) is still available on the List of Batches screen (Command **C.2**). Any corrections must be:

- ✧ Entered manually to the batch online, if the batch is NOT yet released to the nightly system update process; OR
- ✧ Entered manually through the error correction process, if the batch is released to the nightly system update process with exceptions errors; OR
- ✧ Entered by deleting the original batch, choosing the Recreate the Batch option after updating the tables. (See the “Using the ‘Recreate’ Batches Process” described below.)

## 7. Review the online batch(es) and release it to the nightly system update process.

Follow current agency procedures to ensure the batch is complete and accurate. This may require requesting and reviewing the Online Transactions To Be Posted Report (CSO521-1) as described in Vol. 1, Chapter IX-Online Financial Transaction Entry.

**NOTE:** If TC 245 transactions were created, the document match can be verified by using Command **C.2** and (**F4**) GetDF with a **C**-Change function.

## USING THE ‘RECREATE’ BATCH PROCESS

The Recreate Batch process is used when:

- ✧ A batch of DGS invoice transactions is created accidentally before transaction exceptions are corrected AND before the nightly system update process is run to process a released batch;
- ✧ Function 1-Mark as completed is used accidentally; or
- ✧ A batch is deleted accidentally while on ‘Hold’.

**NOTE:** Do not use the “Recreate” process in lieu of ordering reports and updating the table(s) *before* creating a batch. The reports are shown in Exhibit XXI-2-13, Exhibit XXI-2-14 and Exhibit XXI-2-15.

Files that are run during the current calendar month will remain on the List of Files pop-up screen until month-end rollover. **At month-end rollover the screen is refreshed to remove the files that were run during the month.** If the recreate process is used, it must be well timed to post the replacement batch before the DGS invoice file for that month is deleted from the screen (no longer available). The FM must be selected carefully to coordinate with month-end processes, as well.

The Recreate Batch process creates a replacement batch after a batch of DGS invoices was already produced. The previously created batch is automatically deleted from the online List of Batches (Command **C.2**) and a new batch is created based on current CALSTARS tables, including the latest DGS Services and Invoice Allocation tables.

**WARNING:** Do not use the Recreate Batches Process if the nightly system update process already recorded any of the transactions. Call the CALSTARS Hotline.

To recreate a batch and automatically delete the prior batch from the online List of Batches (Command **C.2**), perform the following steps.

### 1. Select the batch to be recreated from the List of DGS Files

Enter Function **5**-Recreate Batch as shown in the List of Files pop-up screen below (Command **F.1.1**, multiple files). Note that only the first DGS invoice file has a Date and Time Run, indicating that the batch was previously run. The Date and Time for a prior run must be present for Function **5** to operate.

```

9990 F.1.1: Dept of General Services                                05-10-2003 11:37 AM

                                List of DGS Files

                                DGS FILE STATUS

Enter under F below:  (S=Select to Run, 1=Mark as Completed)
                      (5=Recreate Batch, 9=Restart Batch)
F  DATE & TIME RECEIVED      DATE & TIME RUN
-  -----
5  02-04-2003  08:55 AM      05-02-2003  10:16 AM
-  03-02-2003  11:00 AM
-  04-01-2003  10:00 AM
-  05-03-2003  09:45 AM      05-09-2003  03:40 PM

                                *** End of Data ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF1
      Help  Retrnr                                Bkwrdr Frwrdr
  
```

### 2. (Optional) Create reports only

Select a Fiscal Month (FM) and request the reports using Run Indicator **2**-Create Reports Only or **4**-Create Error Reports Only.

Review the reports to ensure all of the previous exceptions/problems are resolved. Tables may be updated and the reports run as many times as needed to resolve problems (see Exhibit XXI-2-13, Exhibit XXI-2-14 and Exhibit XXI-2-15). When satisfied with the reports, go to the next step.

**NOTE:** The current batch displayed in the Batch Listing (Command **C.2**) will be the old batch and will not be replaced until the recreate process is completed.

### 3. Create a new automated batch(es)

Use either Run Indicator **1** or **3** from the Dept. of General Services screen (Command **F.1.1**). Each is described below.

- 1- Create a Batch and Reports**—Provides a single step to generate the batch of transactions and create all the applicable reports.
- 3- Create Batch Only**—Performs only the process to generate the batch of transactions. No DGS Transaction or Exception reports are produced.

A sample of the **F.1.1** screen is shown below selecting Fiscal Month **PM** and Run Indicator **1**. Note the message on the screen: 'You are about to re-create the batch.'

9990 F.1.1: Dept. of General Services		05-10-2003 11:38 AM	
Vendor/S	: A200000000 00 (To Add or Change Vendor/S press PF6) DEPT OF GENERAL SERVICES		
File Received Date	: 02-04-2003 08:55 AM	Process Ran	05-02-2003 10:16 AM
Select Fiscal Month	: <u>pm</u> (CM=Current Month, PM=Prior Month, PY=FM13)		
Set to Run Indicator:	<u>1</u> (1=Create Batch and Reports, 2=Create Reports Only) (3=Create Batch only, 4=Create Error Report Only)		
You are about to re-create the batch.			
Command: _____			
Enter-PF1---	PF2---	PF3---	PF4---
Help	Retrn	Quit	Cust#
	Vendr	Clear	Main

When **Enter** is pressed, a Warning pop-up screen is displayed, as shown below.

```

9990 F.1.1: Dept. of General Services                                05-10-2003 11:39 AM
Vendor/S                  : A200000000 00  (To Add or Change Vendor/S press PF6)
  ACTION CONFIRMATION
  WARNING!!

  You are requesting the re-creation of a batch that was previously created.

  If the previously created batch is still displayed on the 'List of
  Batches' screen, then it will be automatically deleted when Enter is
  pressed to re-create the batch.

  If the previously created batch has been released and the batch is on
  the error file, then be sure to delete the batch header and
  transactions.

  If the batch has been released and the transactions posted, then do not
  re-create the batch. Call the CALSTARS hotline for assistance.

  Press PF4 to recreate the batch, or PF2 to cancel
  
```

Pressing the **F4** key recreates the batch and the reports based on Run Indicator 1 (using the example screen, above). A sample of the action confirmation pop-up screen is shown below displaying the report output options. Make a selection and press **Enter** to re-create the batch and produce the reports.

```

9990 F.1.1: Dept. of General Services                                05-10-2003 11:40 AM
Vendor/S                  : A200000000 00  (To Add or Change Vendor/S press PF6)
  DEPT OF GENERAL SERVICES
  ACTION CONFIRMATION
  WARNING!!

  You are requesting the re-creation of a batch that was previously created.

  If the previously created batch is still displayed on the 'List of
  Batches' screen, then it will be automatically deleted when Enter is

  Create Batch and Produce Reports

  DESTINATION:
  (Select one or more with a Y)
  Report File   : _ ( CS9990.CSIE01-1.DGS-TRAN.IQ.D2030510.T114002 )
                  ( CS9990.CSIE01-2.DGS-T-EX.IQ.D2030510.T114002 )
  Agency Printer: _ CTP2 (Report Class Z and to the IRPT queue)

  Press Enter to create a batch and produce reports, or press PF2 to cancel.
  
```

The Run screen displays the message 'Batch and report print and file requested.' when the process is initiated to re-create a batch(es) and produce reports. If **Enter** is pressed and the process is completed, the message appears 'Batch(es) completed.'

9990 F.1.1: Dept. of General Services		05-10-2003 11:41 AM	
Vendor/S	: A200000000 00 (To Add or Change Vendor/S press PF6) DEPT OF GENERAL SERVICES		
File Received Date	: 02-04-2003 08:55 AM	Process Ran	05-02-2003 10:16 AM
Select Fiscal Month	: PM (CM=Current Month, PM=Prior Month, PY=FM13)		
Set to Run Indicator:	1 (1=Create Batch and Reports, 2=Create Reports Only) (3=Create Batch Only, 4=Create Error Report Only)		
Batch and report print and file requested.			
Command:			
Enter-PF1---	PF2---	PF3---	PF4---
Help	Retrn	Quit	Cust# Vendr
			Clear
			Main

Review the reports to ensure all of the previous exceptions/problems are resolved.

#### 4. Review the online batch(es) and release the batch(es)

Verify that the old batch is no longer listed on the List of Batches screen (Command C.2) and verify that the new batch is listed on this screen.

View the batch using Function L=List of Trans, and review the transactions using V=View and scroll (F8-Fwrd), or P=Print Batch, as appropriate.

#### USING THE 'RESTART BATCH' PROCESS

This process reactivates the batch-create process when the automated DGS payables process has been disrupted. The previously created valid CALSTARS transactions are saved and the remaining DGS invoices are reset and processed following the 'restart' command.

The Restart Batch process is used if the DGS invoices file processing is interrupted and stopped while creating a batch(es) of DGS invoice transactions before the entire file is completed.

**NOTE:** Do not attempt to use the Restart Batches Process if the message at the bottom of the F.1.1-Dept. of General Services screen shows an in-progress invoice count that changes when the Enter key is pressed. Call the CALSTARS Hotline if there is any doubt.

The screen below is displayed when an invoice file is currently processing. If the count does not change when **Enter** is pressed the process is most likely interrupted/stopped.

9990 F.1.1: Dept. of General Services		05-09-2003 03:41 PM	
Vendor/S	: A20000000 00 (To Add or Change Vendor/S press PF6) DEPT OF GENERAL SERVICES		
File Received Date	: 05-03-2003 09:45 AM		
Select Fiscal Month	: <u>PM</u> (CM=Current Month, PM=Prior Month, PY=FM13)		
Set to Run Indicator:	<u>3</u> (1=Create Batch and Reports, 2=Create Reports Only) (3=Create Batch Only, 4=Create Error Report Only)		
Batch in progress - 123 invoices to go.			
Command: _____			
Enter-PF1---	PF2---	PF3---	PF4---
Help	Retrn Quit	Cust# Vendr	Clear
			Main

To restart a batch and process the DGS invoice file, perform the following steps.

### 1. Review the Dept of General Services screen

Check the screen (shown below). Press the **Enter** key a few times and observe if the 'In progress' *invoice count* changes. It is probable that processing has been interrupted/stopped if the invoice count does not change after pressing **Enter** a few times over a span of 5-15 minutes. If there is no change, go to Step 2, below.

9990 F.1.1: Dept. of General Services		05-09-2003 03:48 PM	
Vendor/S	: A20000000 00 (To Add or Change Vendor/S press PF6) DEPT OF GENERAL SERVICES		
File Received Date	: 05-03-2003 09:45 AM		
Select Fiscal Month	: <u>PM</u> (CM=Current Month, PM=Prior Month, PY=FM13)		
Set to Run Indicator:	<u>3</u> (1=Create Batch and Reports, 2=Create Reports Only) (3=Create Batch Only, 4=Create Error Report Only)		
Batch in progress - 123 invoices to go.			
Command: _____			
Enter-PF1---	PF2---	PF3---	PF4---
Help	Retrn Quit	Cust# Vendr	Clear
			Main

## 2. Report the process has stopped and get assistance to restart the process

Call the CALSTARS Hotline to report that the DGS automated payables process has been interrupted/stopped before the batch was completed. The restart process may require intervention by a Data Tech from the CALSTARS Production Control Unit. When the situation is corrected, either the Data Tech or the CALSTARS analyst will call to say that the process may be restarted.

## 3. Set the Run Indicator for 'Restart Batch' and complete the process

The Restart Batch process is initiated from the List of DGS Files screen, which is accessed by pressing the **F2**-Retrn key from the **F.1.1** Department of General Services screen. The interrupted/stopped file will display the old message "In progress – *nnn* invoices to go." Key in Function **9**-Restart Batch and press **Enter**. The **F.1.1** Dept of General Services screen is displayed with the message: "Batch in process. Press Enter to RESTART." After **Enter** is pressed, the message "In progress – *nnn* invoices to go." is displayed until the process is completed. If **Enter** is pressed while the file is processing, the count should update, or display the message "Process complete".

**NOTE:** If the batch selected using Run Indicator **9** was not actually in progress, the error message "Batch is not in progress." will appear.

9990 F.1.1: Dept of General Services		05-09-2003 04:24 PM	
List of DGS Files			
DGS FILE STATUS			
Enter under F below: (S=Select to Run, 1=Mark as Completed)			
(5=Recreate Batch, 9=Restart Batch)			
F	DATE & TIME RECEIVED	DATE & TIME RUN	
-	-----	-----	
9	05-03-2003 09:45 AM	In progress - 123 invoices to go.	
		*** End of Data ***	
Batch in process. Press Enter to RESTART.			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12			
Help Retrn Bkwrld Frwrd			

## 4. Verify the batch process is completed following the Restart

The Run screen displays the message 'Process completed' when the file has finished processing and the batch is created.

Review the DGS Transactions Report and compare it to the batch counts and amounts shown on the Batch Header screen (Command **C.2**).

View the batch using Function **L**=List of Trans, and review the actual transactions using **V**=View and scroll (**F8**-Frwr), or **P**=Print Batch, as appropriate.

Release the batch after the review is completed and the figures agree. See the Batch Header screen below.

9990 C.1.5: General Purpose		05-09-2003 04:30 PM	
Function: <u>P</u> (A=Add, C=Change, D=Delete, H=Hold, N=New Batch, O=Override) (P=Print Batch, R=Release, V=View, X=Add Addl Trans)			
DATE	: 05 09 2003	BATCH TYPE: XE	BATCH NUMBER : 001
EDIT IND	: 1	FM : <u>11</u>	CLAIM SCHED #: _____
STATUS	: H Hold		
TRANS GROUP: General Purpose			
	BATCH COUNT	ABSOLUTE BATCH AMOUNT	OPTIONAL NET AMOUNT +/-
ENTERED	: <u>256</u>	<u>185,512.60</u>	<u>                    </u> -
COMPUTED	: <u>256</u>	<u>185,512.60</u>	
DIFFERENCE:			
Command: _____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Help Retrn Quit LTran LBtch Clear Main			
BATCH HEADER 05-09-2003 XE 001 displayed successfully			